

# **STANDING ORDERS**

FOR THE

**3/19th Hyderabad Regiment,**

**19TH INDIAN INFANTRY GROUP.**

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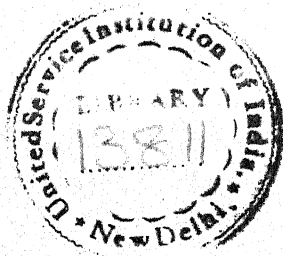
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1924.

*United Service  
of India.*



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# **STANDING ORDERS**

**FOR THE**

**3/19th Hyderabad Regiment, 19th Indian**

**Infantry Group.**

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In drawing up these Standing Orders, the object has been to supplement and interpret and not to repeat regulations.

They should therefore be read in conjunction with the regulations.

It is the duty of every Officer, N.C.O. and man in the battalion to study and follow the orders herein laid down and ignorance will not be accepted as an excuse for any departure from or infringement of them.

**A. G. SHEA, LIEUT.-COLONEL,**

**Commanding 3/19th Hyderabad Regiment.**

**QUETTA,**

**1st June 1924.**





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# STANDING ORDERS

FOR THE

## 3/19TH HYDERABAD REGIMENT.

### I.—ORGANIZATION.

1. The 19th Indian Infantry Group consists of the following <sup>Organization</sup> active Indian battalions :— <sub>of Group.</sub>

1/19th Hyderabad Regiment late 94th Russell's Infantry.

2/19th Hyderabad Regiment late 96th Berar Infantry.

3/19th Hyderabad Regiment late 97th Deccan Infantry.

4/19th Hyderabad Regiment late 98th Infantry.

5/19th Hyderabad Regiment late 1/50th Kumaon Rifles.

To this is added the training battalion of the group the 10/19th Hyderabad Regiment late 95th Russell's Infantry.

2. The functions of the training battalion are as follows :— <sup>Functions of</sup> <sub>Training</sub> <sub>Battalion.</sub>

(i) To train all recruits of the group, and provide draft reinforcements to the active battalions as required.

(ii) To maintain the records of the group.

(iii) To carry out the functions of a depot for such of the active battalions as may be on active service in India or on active service on garrison duty overseas.

(iv) To act as the reserve centre of the group, i.e. to maintain reservists, records, clothing and equipment, to train reservists in peace, and to organize them as draft reinforcements in war.

Although the training battalion does not exist as a separate

fighting unit for war, yet by reason of its functions it must necessarily be the centre of the life of the group to which the various active battalions will turn for assistance. The efficiency of the active battalions for war will depend largely on the state of organization, administration, and system of training existing in the training battalion; and on the close and cordial relations which it should maintain with the various active battalions.

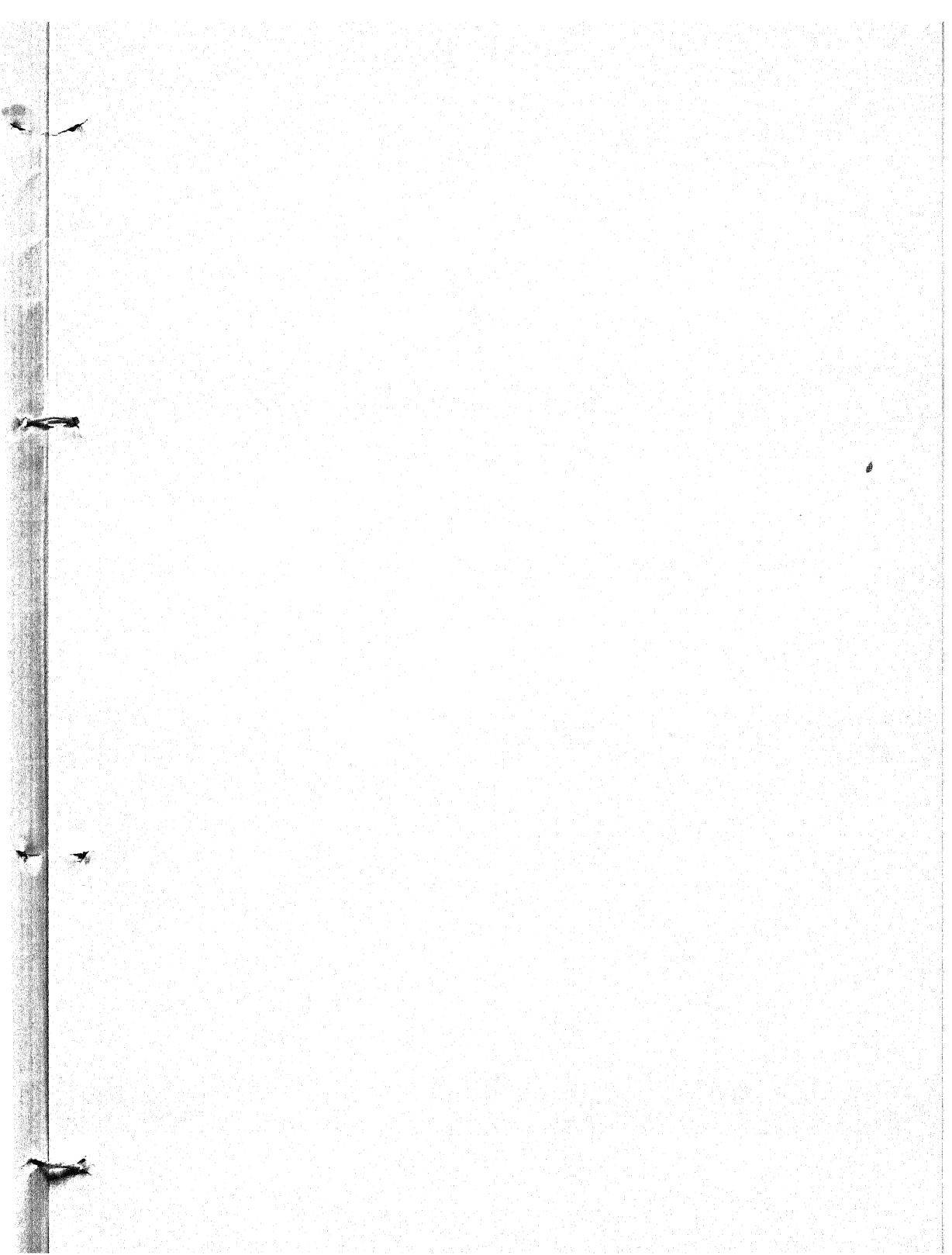
It is in the training battalion, that the recruit will receive his insight into military service and discipline, as well as his first lessons in the traditions of the army, and of the units of the group to which he belongs; while the reservist when he comes up for training or duty should be made to look upon the training battalion as a home where he will meet his former comrades from various battalions. To create a real sense of unity no endeavour should be spared to foster the formation of the closest comradeship between the various companies of the training battalion, as well as between the various battalions of the group.

*Relations of Commandants, Training Battalions, with  
Higher Formations.*

2 (a) As a consequence of the recent introduction of the training battalion and regimental system into the Indian Army, the following instructions are issued regarding the relations of commandants, training battalions, with higher formations.

(b) The commandant, training battalion, fulfils a double role, namely as the officer commanding a battalion of the regiment and as the co-ordinating authority in all administrative problems, schemes and proposals which affect the efficiency and welfare of the regiment as a whole.

(c) The training battalion, regarded merely as one of the regular battalions of the regiment, is under the command of the local, general or other officer commanding, in precisely the same way as any active battalion of the regiment.





(d) In certain matters of administration, however, the training battalion and its affiliated active battalions are mutually inter-dependent. In this respect the training battalion cannot be considered as one among several regular battalions—it is, in effect, the regimental headquarters of the regiment. In carrying out his duties, therefore, the commandant, training battalion, has to correspond with officers commanding all active battalions of the regiment. As these latter may be stationed anywhere in India as well as overseas it is considered that, in such circumstances, serious delay and inconvenience and a large increase of office work would result if this correspondence were carried on in accordance with the normal channel of correspondence as laid down in Army Regulations, India, Volume II, paragraph 668.

(e) It has been decided, therefore, that :—

- (i) On all questions which concern the training battalion alone, such as discipline, interior economy and accommodation, the commandant, training battalion, will remain under the local, general or other officer commanding, and
- (ii) On all administrative questions not included above which affect active battalions of the regiment or the regiment as a whole (e. g., reinforcements, drafts recruiting, reserves and establishment of British and Indian officers and rank and file of the training battalion), the commandant, training battalion, and the officers commanding active battalions will correspond direct with each other. Should it be necessary to refer such questions to higher authority, the commandant, training battalion, will do so direct to the head of the branch at Army Headquarters concerned. In no circumstances will an active battalion commander be permitted to correspond with Army Headquarters direct, except in such cases as have already been provided for elsewhere.

(iii) The responsibility for training rests with the commandant, T.B., subject to such instructions as are issued by Army Headquarters. At the same time local commanders will exercise the functions of guidance and control in accordance with I.T., Vol. I, section 4 (2).

(f) On all occasions on which direct correspondence is maintained between commandants, training battalions, and Army Headquarters, copies of all communications will be forwarded for information to the G.O.C.-in-C., Command, in which the T.B. is located.

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## II.—BRITISH OFFICERS.

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3. The second in command will command the headquarters wing. He will generally assist the commanding officer, and act as his deputy when he is absent. His special duties will be :—

Second in  
Command.

- (i) To command the headquarters wing.
- (ii) The supervision of the officers' mess, band and Indian officers' club.
- (iii) The training and instruction of British officers.
- (iv) The supervision of the battalion school.
- (v) To act as president of the regimental treasure chest committee.

4. Company commanders are responsible to the commanding officer for the general administration, interior economy and discipline of their respective companies.

Company  
Commanders

5. Company commanders are responsible for the training and instruction of all Indian officers, non-commissioned officers and men in their companies.

6. Company commanders will be responsible for the educational training of all Indian ranks in their respective companies.

7. Company commanders will encourage and supervise their men in games and sports.

8. Company commanders will be responsible that sheet rolls and company books are maintained complete, and up to date. All circumstances affecting a man's character or conduct, qualifications, furlough or leave, together with reasons for leave will be entered

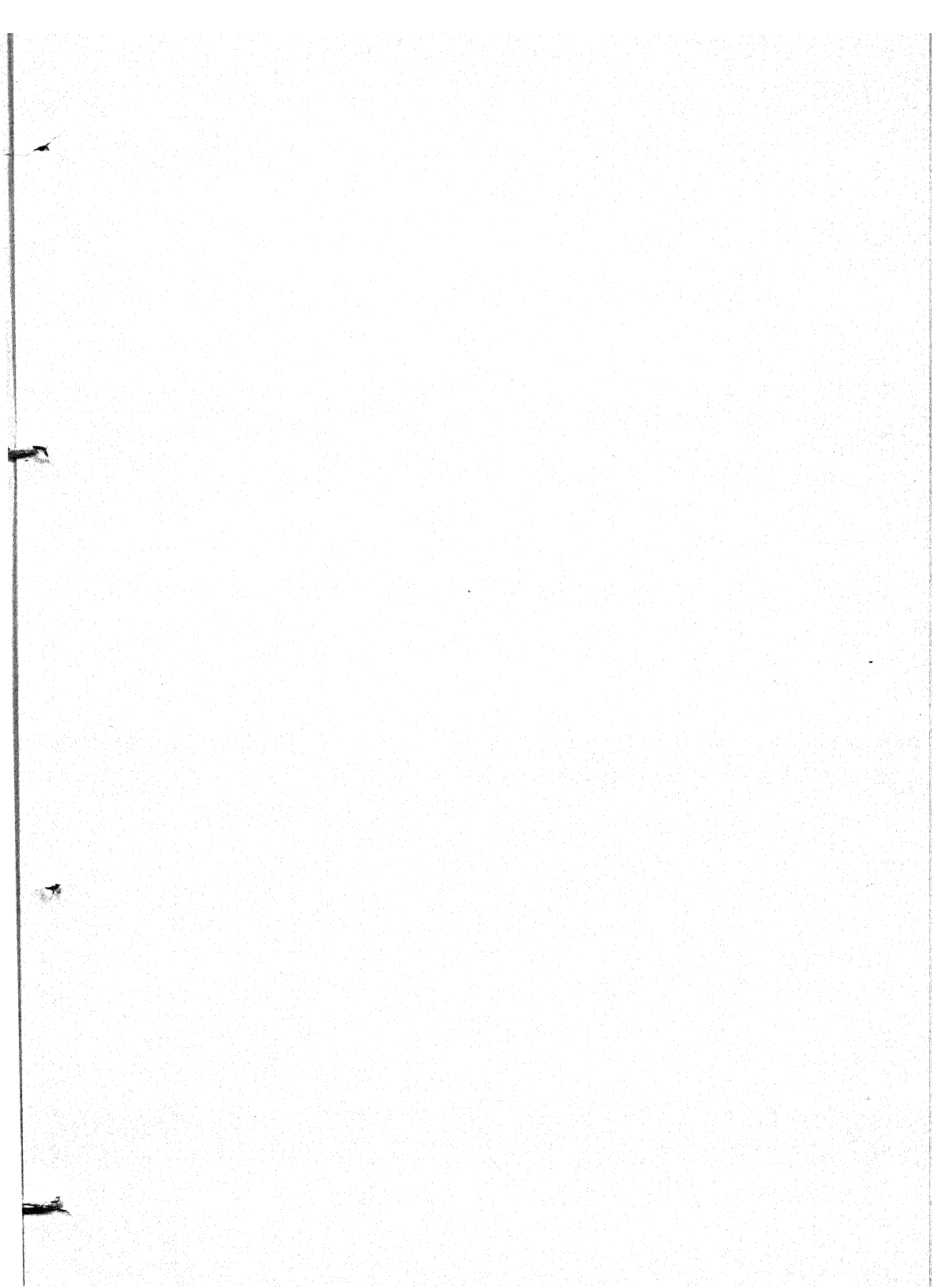
immediately and the entry will be initialled and dated. Kindred rolls will be revised annually during the month of April, and a written report will be sent to the adjutant by the 30th April, that these have been completed.

9. Company commanders are responsible that all arms, ammunition, equipment and clothing on charge of, or in possession of men of their respective companies are maintained complete, and in a serviceable and good condition. They will satisfy themselves of this by inspections of all kits, and of their rifle kots at least once a month. They will see that all uniform and equipment is of correct pattern, and properly fitted and marked.

10. Company commanders are responsible for the general health, contentment and well-being of the men of their respective companies. They will make frequent inspections of their company lines and cook-houses, and bring to the notice of the commanding officer through the quartermaster, any defects in them. They will visit weekly all men of their companies who may be in hospital.

11. Company commanders will hear the monthly pay reports of their companies, and will at the same time inspect the pay and mess books, and see that all men present have signed them or affixed their seals. They will also satisfy themselves that each Indian officer, non-commissioned officer, man and follower has received in full the balance due to him and that the balance due to those who are absent and unable to receive their pay, are carried forward to the next month's pay and messing books.

12. Company commanders are responsible for the discipline of their respective companies. They will make use of their own summary powers in dealing with minor offences, and will only bring an offender before the commanding officer when they consider that their powers are insufficient to meet the requirements of a particular case. They will submit to the adjutant for the information of the commanding officer a crime report showing any punishment which





has been awarded by them or by the Indian officers under them.

13. Company commanders will keep up the furlough and leave rosters of their respective companies, and will hear all their company reports, entering them in their company case books. Those reports which cannot be dealt with by themselves will be brought before the commanding officer. Company case books will be inspected by the commanding officer on the first Monday of every month.

14. The company commander concerned will be present if any recruit is brought up for the commanding officer's approval before being sent to the training battalion for enlistment.

15. The adjutant is the commanding officer's staff officer for The Adjutant : all matters connected with office work (other than that which pertains to the quartermaster's office), routine, discipline, ceremonial, training, and issue of orders. He will be in charge of the office and accounts establishments and will administer the office fund.

16. He will promulgate all orders daily except on Sundays, as early as possible after submitting them to the commanding officer in draft for his approval.

17. He will attend guard mounting parade daily except on Sundays, Thursdays and holidays, will inspect all the guards and garrison duties at guard mounting and will ensure that all guard commanders are acquainted with their duties.

18. He will assist the commanding officer in the co-ordination of training and in the administration of the training grant. He will assist company commanders in specialist training. He will attend all battalion parades. He will train such demonstration sections or platoons as may be ordered by the commanding officer. He will be responsible for the training and efficiency of all buglers.

19. He will keep the duty and leave roster of British officers

and the duty leave and furlough roster of Indian officers, clerks, and buglers.

20. He is responsible for the correctness of all reports and returns emanating from his office, and for their submission on the proper dates. He will see that all regimental records are maintained up to date, and will keep the accounts of the regimental fund and the adjutant's cash account. He is responsible that the correspondence and records in his office are properly filed and registered, and also for their safe custody. He will open all correspondence, and after it has been initialled by the commanding officer, will pass it to the officer concerned.

21. He will deal personally with all confidential and secret correspondence and documents, and will maintain all confidential and secret files and registers. He will keep the keys of the confidential box and of any other repository in which confidential or secret papers may be placed.

22. He will keep up the regimental order books, including the permanent order book and standing order book.

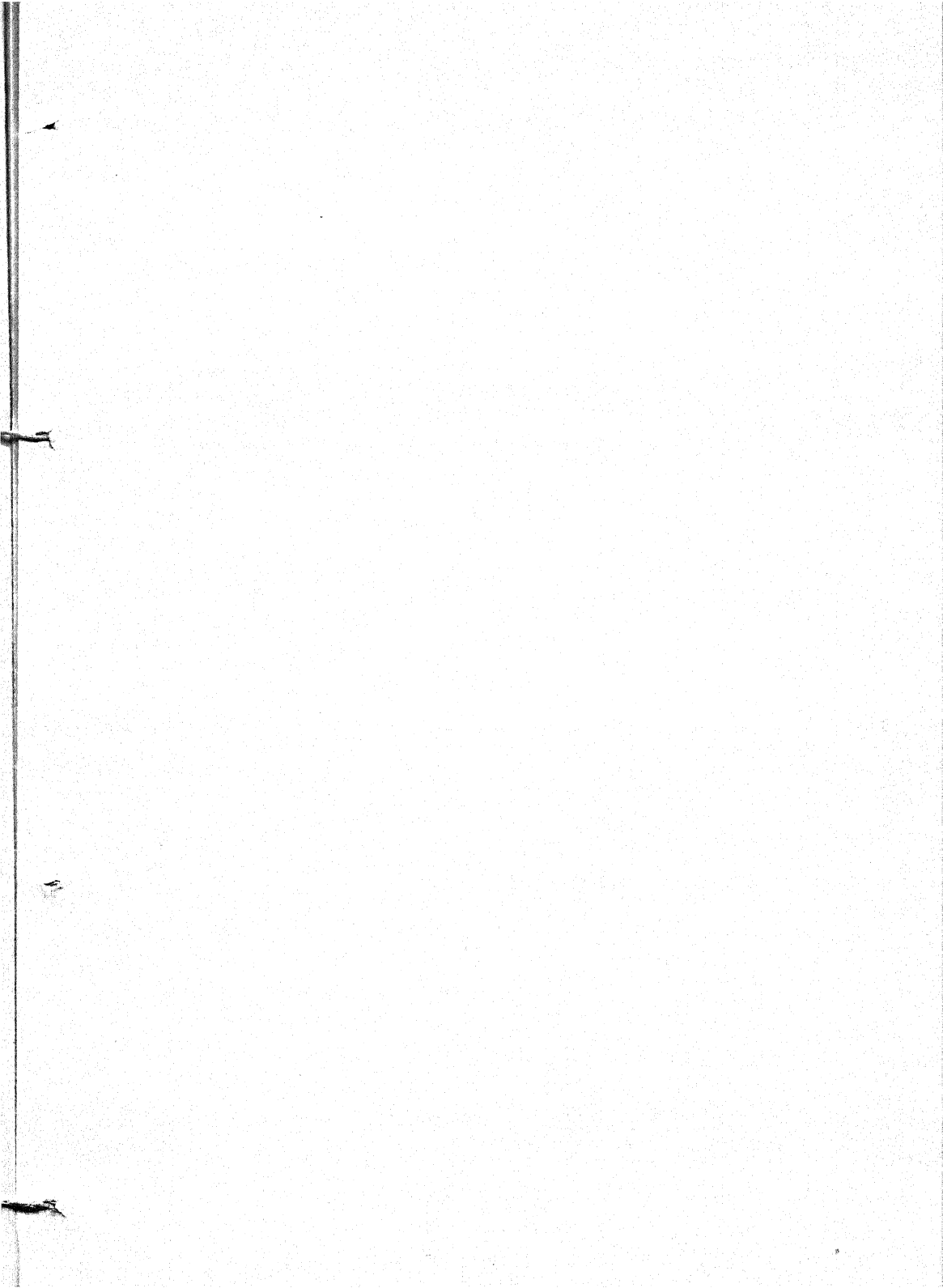
The Quarter  
Master.

23. The quartermaster is the staff officer of the commanding officer in respect of all matters relating to the supply and upkeep of arms, ammunition, equipment, clothing, stores, supplies, transport and animals; to the care and maintenance of regimental lines and buildings; to regimental sanitation; and to the various regimental workshops.

24. He will be in charge of regimental followers (except as regards pay and clothing of company followers) and all conservancy establishments and equipment.

25. He will be responsible that all ammunition is properly stored in the magazine, and issued according to date of manufacture, or such other orders as may be given from time to time. He will ensure that the ammunition ledger is kept always up to date.







26. He will be in charge of the battalion equipment ledger.

27. He is responsible for the correctness of all reports and returns emanating from his office, and for their submission on proper dates. He is responsible that the correspondence, vouchers and records in his office are properly filed, and registered and also for their safe custody.

28. He is responsible for the receipt, issue and storage of all equipment, clothing, stores and supplies for maintaining a list of regimental property, for obtaining such transport as may be required by the battalion at any time and for maintenance of sealed patterns of such articles as are not supplied by government. He will open and check all equipment, stores and supplies on receipt.

29. He is in charge of the range, and all targets and range appliances, and will keep accounts of all fired cartridge cases returned by companies, and all lead recovered from the batts.

30. He is responsible for arranging for the movement of all parties from the battalion and for their entrainment when necessary.

31. Company officers are intended to assist and understudy the various company commanders, and regimental staff officers so that they may be in a position to take over their duties temporarily when required.

Company  
Officers.

32. A British officer will be detailed in orders, every Saturday, as British officer for the ensuing week. He will be below the rank of field officer (unless the number of the British officers available for duty falls below four) and the second-in-command, adjutant and quartermaster will be exempt from such duty. His tour of duty will commence at reveille on Monday. He will not leave cantonments during his tour of duty. His duties will be as follows:—

British  
Officer of  
the week.

(i) To turn out all regimental guards twice by day and once by night.

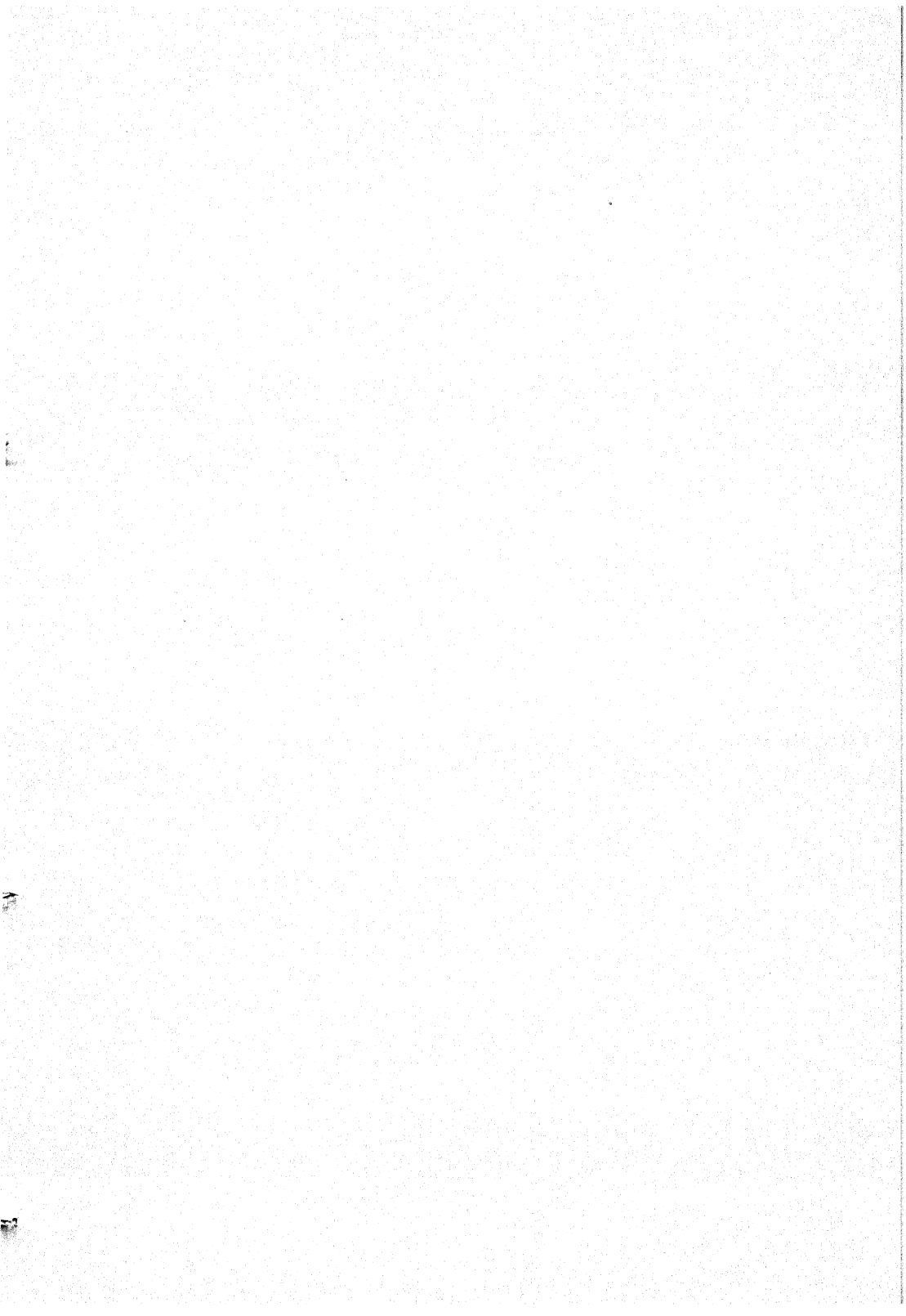
(ii) To visit all sick in hospital twice.

- (iii) To inspect all prisoners once and to hear if they have any complaints to make.
- (iv) To visit the Indian officers' club, and the schools, and inspect the whole of the regimental lines, and workshops once.
- (v) To inspect the transport daily.
- (vi) In case of fire or alarm, he will proceed immediately to the lines, and take such action as may be necessary.
- (vii) He will submit a written report to the adjutant on the Monday on which his tour of duty finishes in the form given in appendix No. 1.

Accounts  
Officer.

33. A British officer will be detailed for charge of the regimental treasure chest for a tour of three months. He will take over his duties from the day that Form "A" for the last month of the preceding quarter has been signed by the commanding officer. His duties will be:—

- (i) To keep the ledger, and treasure chest account book in his custody, and written up to date in his own handwriting.
- (ii) To prepare Form 'A' for submission to the treasure chest committee and to the commanding officer.
- (iii) To keep the bank cheque and pass books, the register of bank cheques, and to see that all fixed deposit or security receipts are correct and placed in the regimental treasure chest.
- (iv) To draft correspondence with banks, such correspondence being issued and registered in the adjutant's office.





## III.—INDIAN OFFICERS.

34. Indian officers are responsible that a good feeling prevails among their men and that all orders regarding interior economy are strictly adhered to. They will insist on all occasions on exacting the respect due to their rank and be firm in enforcing their orders. It is their duty to keep the British officers and subedar-major acquainted with everything that goes on in the lines, and to bring any irregularities to immediate notice.

They must endeavour to instil into their men the traditions of the Indian army and of the regiment; the customs and manners of the service, a respect for military authority; and a smart and soldier-like bearing. They must teach them that by their general appearance and conduct they have it in their hands to promote the good name of the regiment to which they have the honour to belong.

35. The subedar major is the confidential Indian officer, and as such occupies a position of trust and responsibility. He is responsible for bringing to the notice of the commanding officer every occurrence, circumstance or condition among the Indian ranks that may affect the general good feeling, interests and good name of the battalion or group, or which may be prejudicial to good order and military discipline. He will pay frequent visits to the commanding officer in his quarters. It is his duty to see that a good tone is maintained among the Indian officers, so that they may be respected by all ranks both within and without the battalion, and looked up to as an example to be followed. He will maintain an attitude of strict impartiality between the various classes enlisted.

Subedar  
Major.

36. The subedar major is excused all regimental duties and does not command any company or platoon.

He will assemble reports for durbar, and receive the reports of

all roll calls from the company havildar majors of companies.

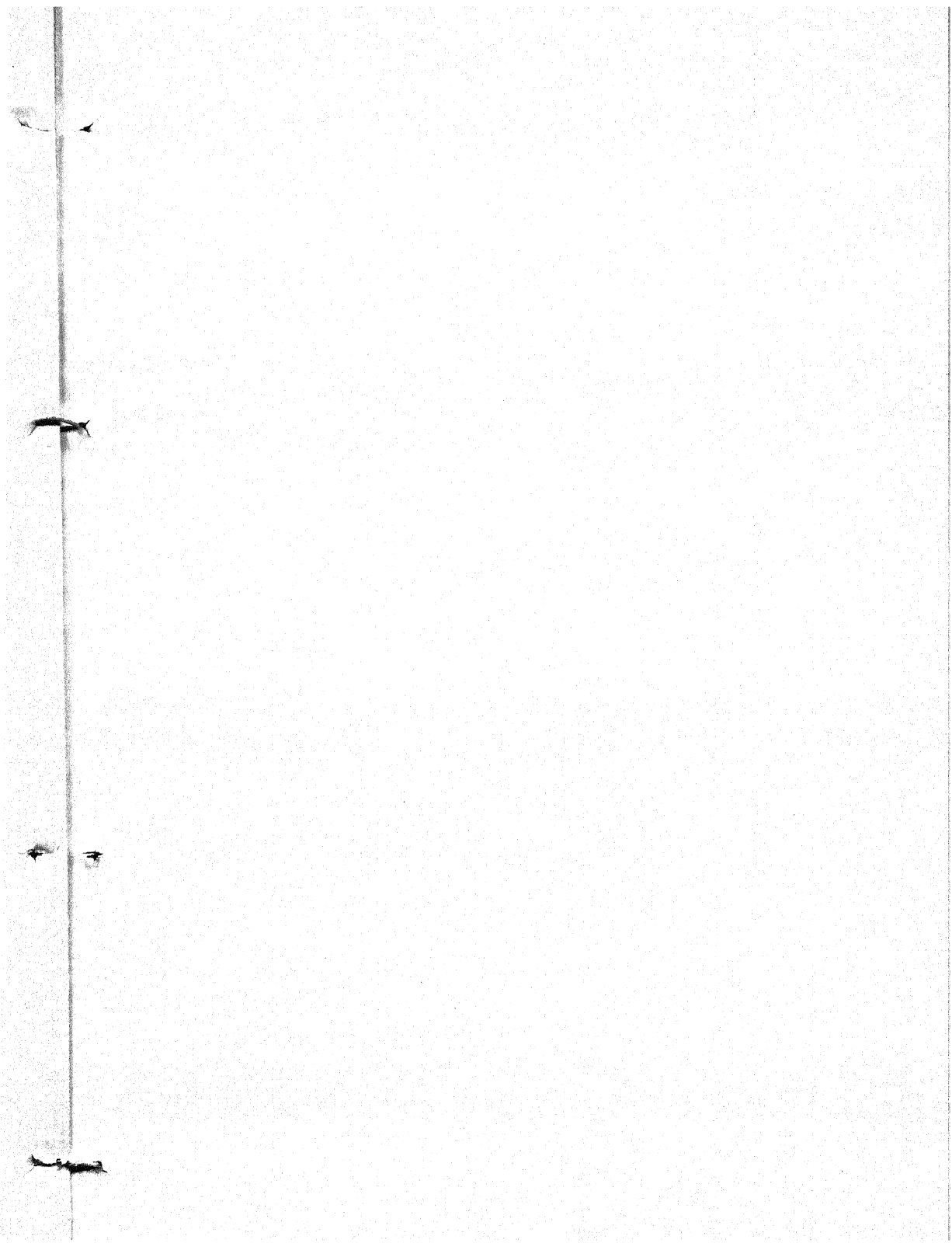
He will report to the commanding officer daily in office and remain with him while he is hearing any company reports. On the occasion of a battalion parade he will hand over the battalion to the adjutant. He will act as president of the line committee and of the Indian officers' club.

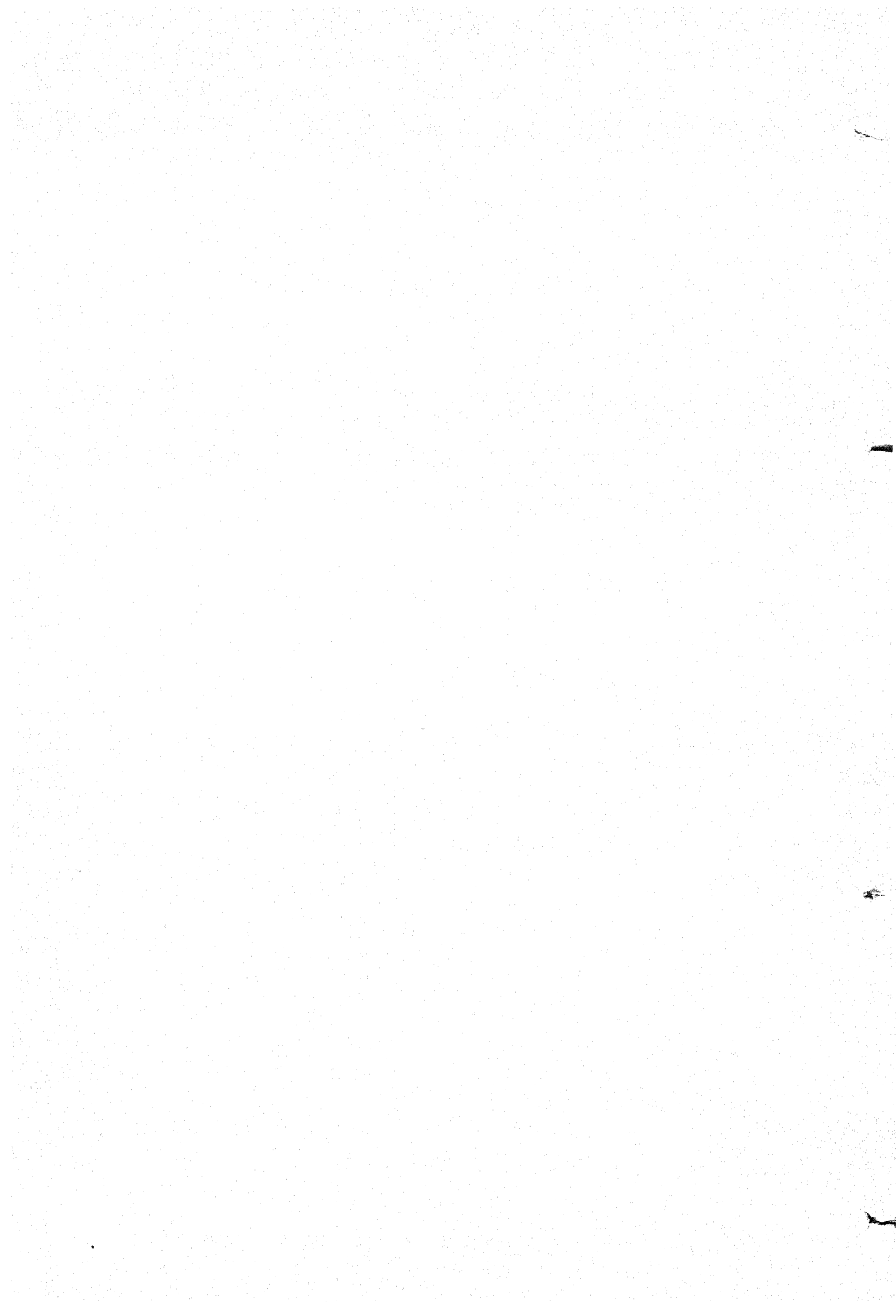
The Jemadar  
Adjutant

37. The jemadar adjutant is appointed to assist the adjutant in his duties and also to act as staff officer to the subedar major in the same way as the adjutant does to the commanding officer. He will report to the adjutant and the subedar major and will see that all orders issued by them are properly carried out. His special duties will be :—

- (i) The correct promulgation of all orders to the Indian ranks.
- (ii) To keep the duty roster of Indian officers and buglers and prepare the figures of compiling the present state and returns. In this he will be assisted by the regimental havildar major.
- (iii) To attend all guard mounting parades and inspect the guards and garrison duties at guard mounting before handing them over to the adjutant or in his absence, to the Indian officer of the day, if the latter is senior.
- (iv) To see that all guard commanders are acquainted with the orders for their guards.
- (v) To assemble fatigue parties when required.
- (vi) To assist the adjutant in the training of demonstration platoons and sections.
- (vii) To receive the reports of all parties returning from command or arriving in the lines on duty before they are dismissed.
- (viii) To arrange that defaulters' drill and instruction is properly carried out.







38. The jemadar quartermaster is appointed to assist the quartermaster in his duties and to act as a staff officer to the subedar major in respect of those special duties for which the quartermaster acts as staff officer to the commanding officer. He will report to the quartermaster and the subedar major and will see that all orders issued by them are properly carried out. His special duties will be :—

The Jemadar  
Quartermaster.

- (i) To assist the quartermaster in opening and checking all equipment, stores and supplies on receipt and to pass them to the regimental quartermaster havildar for storage.
- (ii) To supervise the distribution of equipment and clothing and to draw and distribute rations to companies.
- (iii) To keep keys of the magazines in his own possession and to issue and receive all ammunition and grenades personally.
- (iv) To keep the keys of the ration stores.
- (v) To keep the keys of boxes for component parts of rifles, and Lewis guns, both old and new.
- (vi) To receive and check all fired cases and to pack them seeing that each box is properly sealed after packing and contains a packing note signed by himself.
- (vii) To receive, weigh and pack all lead; sealing the cases and placing in each a packing note signed by himself.
- (viii) To keep an account of all packing materials.
- (ix) To take charge of the sanitary personnel and followers and to assist the quartermaster in looking after the general cleanliness of the lines and sanitary and water arrangements.
- (x) He will arrange with the approval of the quartermaster for the purchase of any articles required in

connection with the work of his department. He may depute the quartermaster havildar to make such purchases but he himself must be responsible.

(xi) He will be a permanent member of the line committee.

Indian officer in Companies. 39. Each Indian officer in a company will be in command of a platoon. They will report daily to their company commanders, and will bring up their platoon reports to the company commander.

In their temporary absence, the platoon havildar or next senior N.C.O. will bring up reports before the company commander but in the presence of the senior Indian officer of the company.

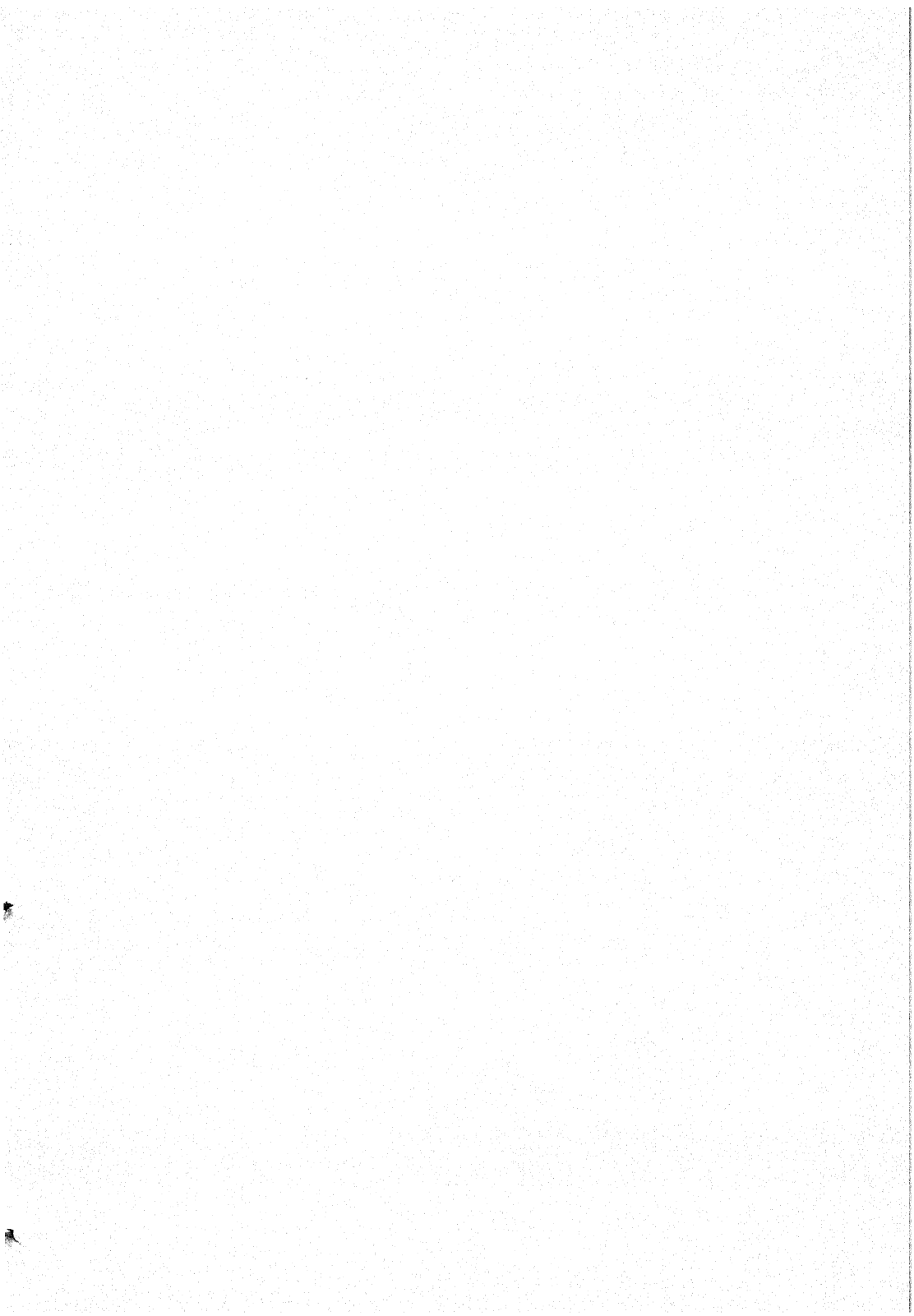
Platoon commanders must not refuse to allow N.C.Os. or sepoy to submit complaints or make requests to the company commander should they wish to do so. Such cases will be brought up in the usual way at company reports.

40. It is their duty to keep their company commanders and subedar major acquainted with everything that goes on in their platoons and to bring any irregularities to their immediate notice.

41. They are responsible that all men under them are taught the standing orders and that these are explained to them, and they will see that regimental daily orders and any special orders are promulgated and explained. They will be responsible for the proper upkeep of all vernacular books in their platoons.

42. They will be responsible for the issue, care and maintenance of all arms, equipment, clothing and text books for their platoons. They will arrange for the expenditure of the men's extra messing allowance and will account for this to their company commanders.

43. They will be responsible for the cleanliness of their lines,





lay out of their kits in accordance with regimental pattern and that orders regarding the admittance of strangers are duly obeyed. They will be present at evening roll call and will report to their company commanders if any men are absent.

44. It is the duty of platoon commanders, in the case of any of the following offences, after due enquiry to confine the offender and report immediately to his company commander :—

- (i) Theft.
- (ii) Intoxication.
- (iii) Insubordination.
- (iv) Arrest by the civil police.
- (v) Disturbance or riot.
- (vi) Sentry sleeping on his post.
- (vii) Absence from guard or duty.
- (viii) Malingering.
- (ix) Lending or borrowing money.
- (x) Gambling.

Any case in which a N. C. O or man is placed in arrest is to be reported at once to the company commander concerned.

45. The Indian officer of the day will be notified in battalion orders the day previous to his coming on duty (on Saturday for the Indian officer coming on duty on Monday). His tour of duty will start at retreat the previous evening ; he will perform the following duties :—

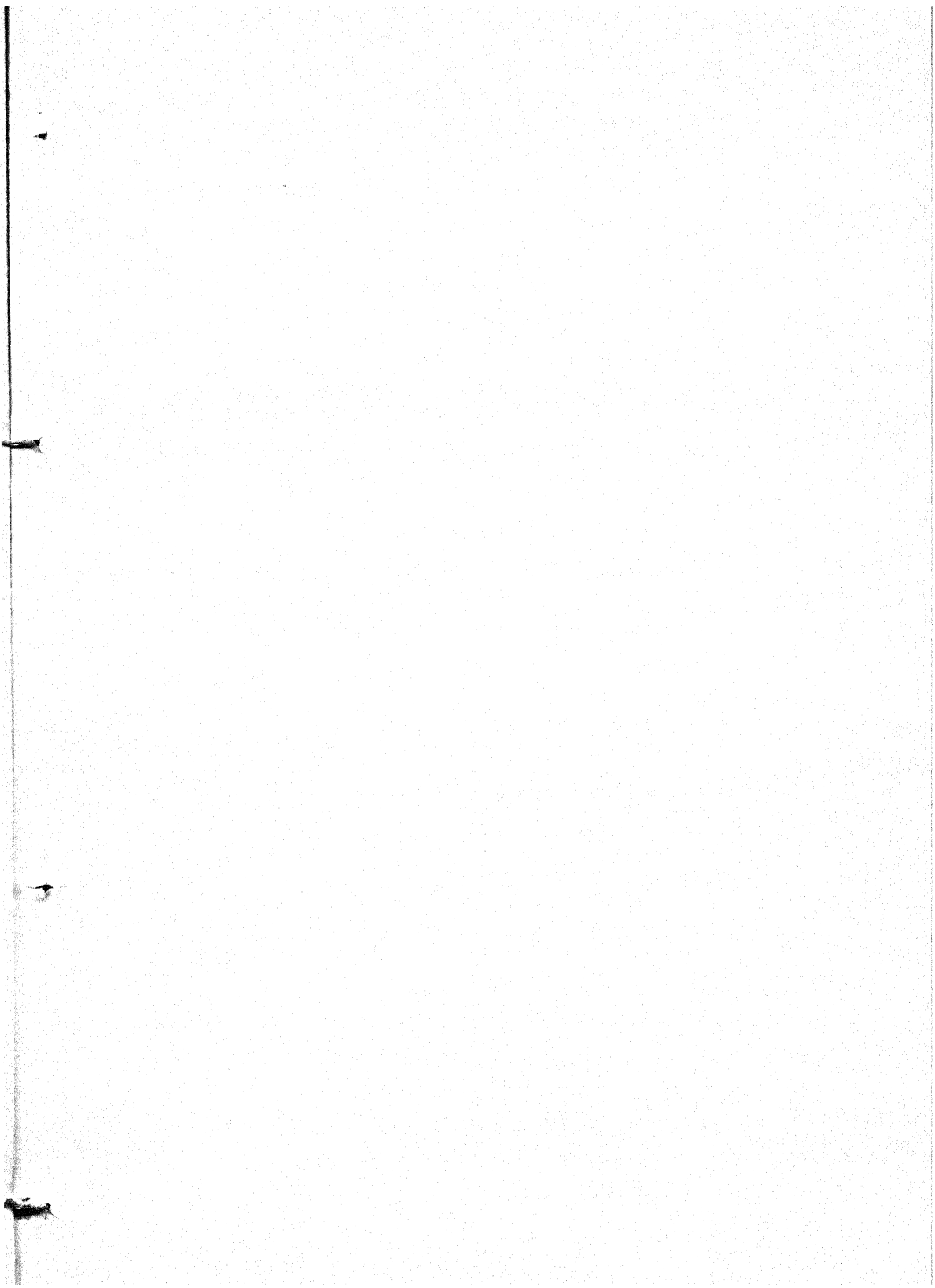
The Indian  
Officer of  
the day.

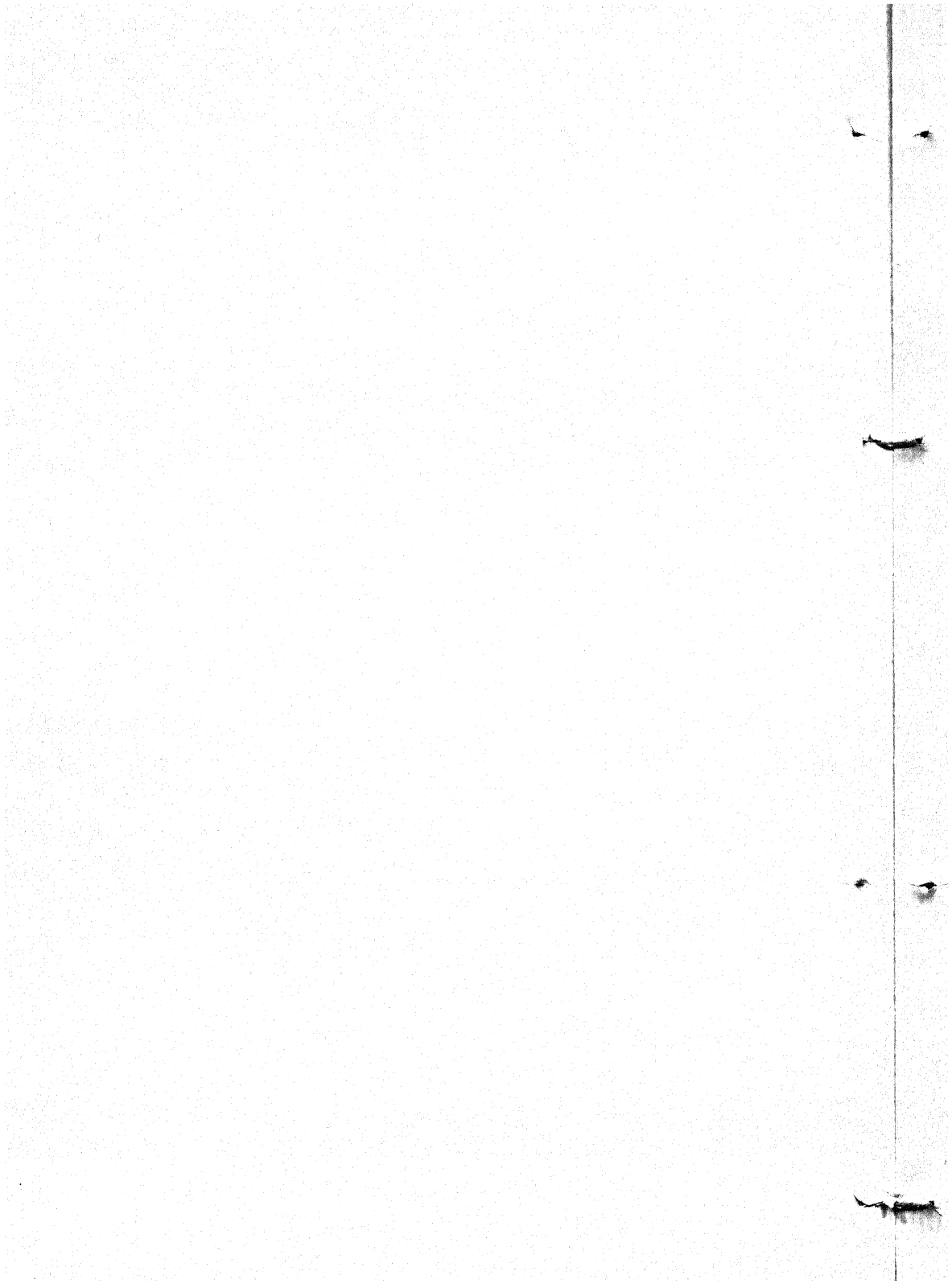
- (i) He will be present in the lines during his tour of duty and will appear in uniform whenever he leaves his quarters.
- (ii) He will report to the B. O. of the week and S.M. at 11 a.m. on the day on which he comes on duty. The relieved Indian officer of the day will report at the same time. The

relieving Indian officer of the day will enquire from the British officer on duty at what hour by night he should visit sentries. The relieved Indian officer of the day will report to the B. O. of the week, S.M. and adjutant that the lines are clean and sanitary or otherwise.

- (iii) He will be present at guard mounting, and (if senior to the jemadar adjutant) will take charge in the event of the adjutant being absent. He will march off the guards after guard mounting and dismiss the old guards.
- (iv) He will visit all regimental guards once by day and once by night.
- (v) He will inspect the lines, married quarters, bazaar and latrines and see that all is kept clean and in sanitary condition and that all orders issued in regard to them are adhered to
- (vi) He will visit the prisoners and hear if they have any complaints to make. He will arrange for the release of any prisoners whose terms of sentence expire during his tour of duty.
- (vii) He will inspect the school.
- (viii) He will ascertain whether there are any complaints regarding the quantity or quality of the rations issued.
- (ix) He will visit all men in hospital.
- (x) He will report the number of guests in the lines, and see that orders regarding them are obeyed.
- (xi) He will receive a report from the provost non-commissioned officer as to defaulters' parades for the day.







(xii) In the event of fire alarm, or any unusual occurrence he will send immediate information to the British officer of the week, taking such steps as he may consider necessary pending the arrival of the latter.

(xiii) He will inspect the transport lines daily and satisfy himself that the animals are properly groomed and that the standings are clear and sanitary.

45 (a) On every substantive promotion to or in commissioned rank, the Indian officer concerned will attend the first durbar following and present the hilt of his sword to British officers in order of seniority and to the subadar-major.

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## IV.—NON-COMMISSIONED OFFICERS.

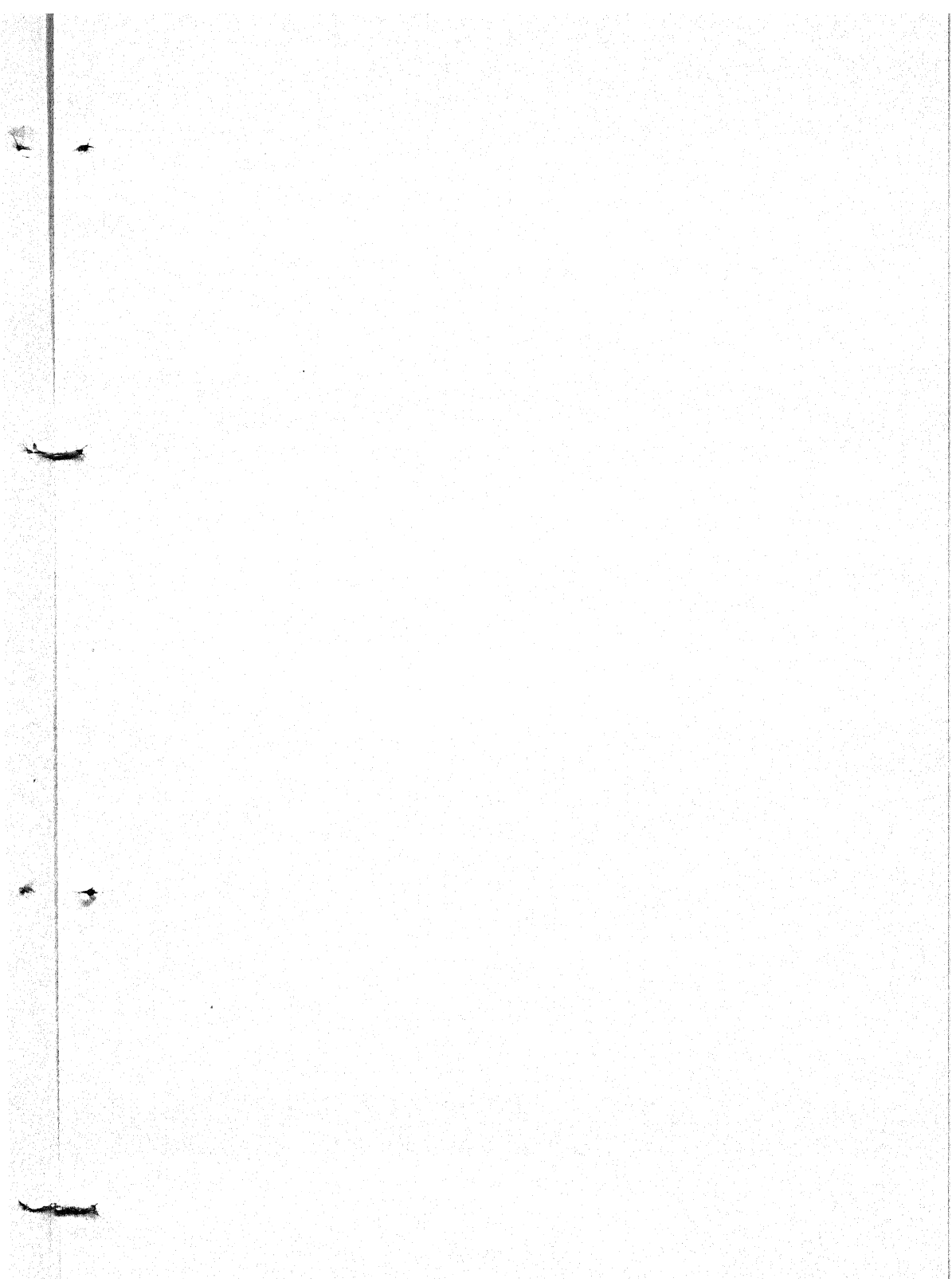
46. Non-commissioned officers, whether on or off duty, are not to permit any irregularity, neglects of or deviation from orders. They are to exact instant obedience of their orders from all of inferior rank, and will report at once any case of insubordination.

*(a)—Battalion N.C.O's.*

The Regimental  
Havildar  
Major.

47. The regimental havildar major, by virtue of his appointment, holds the position of senior non-commissioned officer in the battalion. It is on him that the general standard of smartness of the non-commissioned officers and men of the battalion depends. He should therefore be always on the lookout to check any slackness on duties, fatigues, etc. His particular responsibilities will be:—

- (i) To assist the jemadar adjutant in keeping the roster for duties and fatigues.
- (ii) To parade all reports for durbar.
- (iii) To keep the vernacular duty states.
- (iv) To hand over guard mounting parade to the jemadar adjutant after inspecting the duties.
- (v) To assist the adjutant, jemadar adjutant and Indian officer instructors in carrying out their parade and instructional duties.
- (vi) To see that a high standard of smartness and discipline is maintained by the men when leaving the lines, whether in uniform or plain clothes, and will report to the S.M. the name and No. of section of any man whose turn-out





is dirty or slovenly. He will communicate immediately to the jemadar adjutant all orders which he may receive direct from the adjutant.

48. The regimental quartermaster havildar is appointed to assist the quartermaster and jemadar quartermaster in all their duties. His special duties will be as follows:—

The Regtl.  
Quartermaster  
Havildar.

- (i) He will keep the keys of the quartermaster's stores and maintain a vernacular list of all stores in them, and will be responsible that it is kept up to date.
- (ii) He will be responsible for the issue of marking materials to companies, and for placing condemnation marks on all part worn or condemned equipment and clothing ordered to be sold.
- (iii) He will keep an account of the receipts and issues of all government stores.
- (iv) He will be responsible for the provision, care and upkeep of all targets and range appliances.
- (v) He will be in charge of and responsible to Q.M.J. for other than rations and forages.
- (vi) He will arrange for the sale by auction of condemned government or regimental property ordered to be thus disposed of and will keep an account of such sale.
- (vii) He will be in charge of all property in the various battalion institutes, e.g., school, Indian officers' club, etc., but the responsibility for the care of such property will rest with the committee or individual in charge. He will be assisted in the above duties by 2 sepoy as quartermaster's storemen and by 2 other sepoy detailed from companies for regimental institutes and ranges.

Provost and  
Sanitary  
Havildar

49. The provost and sanitary havildar will be responsible for the cleanliness of the lines, for the supervision of the latrines and incinerators, for the proper drainage of the lines, for the care of all water supply and appliances, and for the proper upkeep of fire appliances. He will work under the quartermaster and jemadar quartermaster. He will be in charge of all sanitary equipment and disinfectants belonging to the battalion of which he will keep an account. He will detail the followers for their duties. He will be assisted by 3 sepoy for sanitary water duties. He will report the cleanliness of the lines to the quartermaster daily. He will be responsible for the preservation of order in the lines and seeing that regimental orders are obeyed, for the exclusion of all unauthorised persons from the lines, and from the parade ground during the parades, for the conduct of all workmen who have to be admitted to the lines, and will see that no damage is done to trees, roads, grass, gardens, etc.

He will be assisted by 4 sepoy who will be detailed for provost duty for a month at a time.

Band Havildar.

50. The band havildar is responsible for the discipline of the musicians, sepoy musicians and in the absence of the band master the instruments and music. He will superintend all practices in the absence of the band master. He is responsible for the turn-out and conduct of the band.

Transport  
Havildar

51. The transport havildar will be in charge of the regimental ponies and mules and will exercise general supervision over the grooming, feeding, watering, and exercising of the animals by the drivers both of the headquarters company and other companies. He is responsible for the cleanliness of the transport lines and for the removal of all mule and stable litter and will take charge of the forage and superintend its daily issue. He will inspect each ani-







mal daily and bring all injuries to animals to the notice of the quartermaster. He is also responsible for the care and maintenance of all A.T. carts and gear on charge.

52. The bugle major will be responsible to the adjutant for the efficiency and turn out of the buglers and drummers and for the instruction of all bugler recruits. The Bugle Major.

He will superintend all practices, the hours for which will be fixed by the adjutant. He is responsible that the buglers on duty are acquainted with their orders. He will keep the duty roster of buglers and will detail them for duty.

53. A N.C.O. will be detailed monthly to perform the duties of hospital N C. O. These are to march the sick to hospital, and to march these who are not detained back to the lines, bringing with him the morning sick report which he will show to the C. O., adjutant and company commanders. Hospital N. C. O.

*(b) Company N. C. Os.*

54. The company havildar major is the senior non-commissioned officer in the company. He will render all assistance to his company commander as regards the maintenance of discipline and order in his company, and its drill and training. He will pay particular attention to the smartness and turnout of men, both in uniform and in plain clothes. He will bring to the notice of the platoon commanders any slackness on the part of the man. He will see that all orders regarding routine are properly carried out. His particular duties will be :— Company Havildar Major.

(i) To keep the present state of the company.

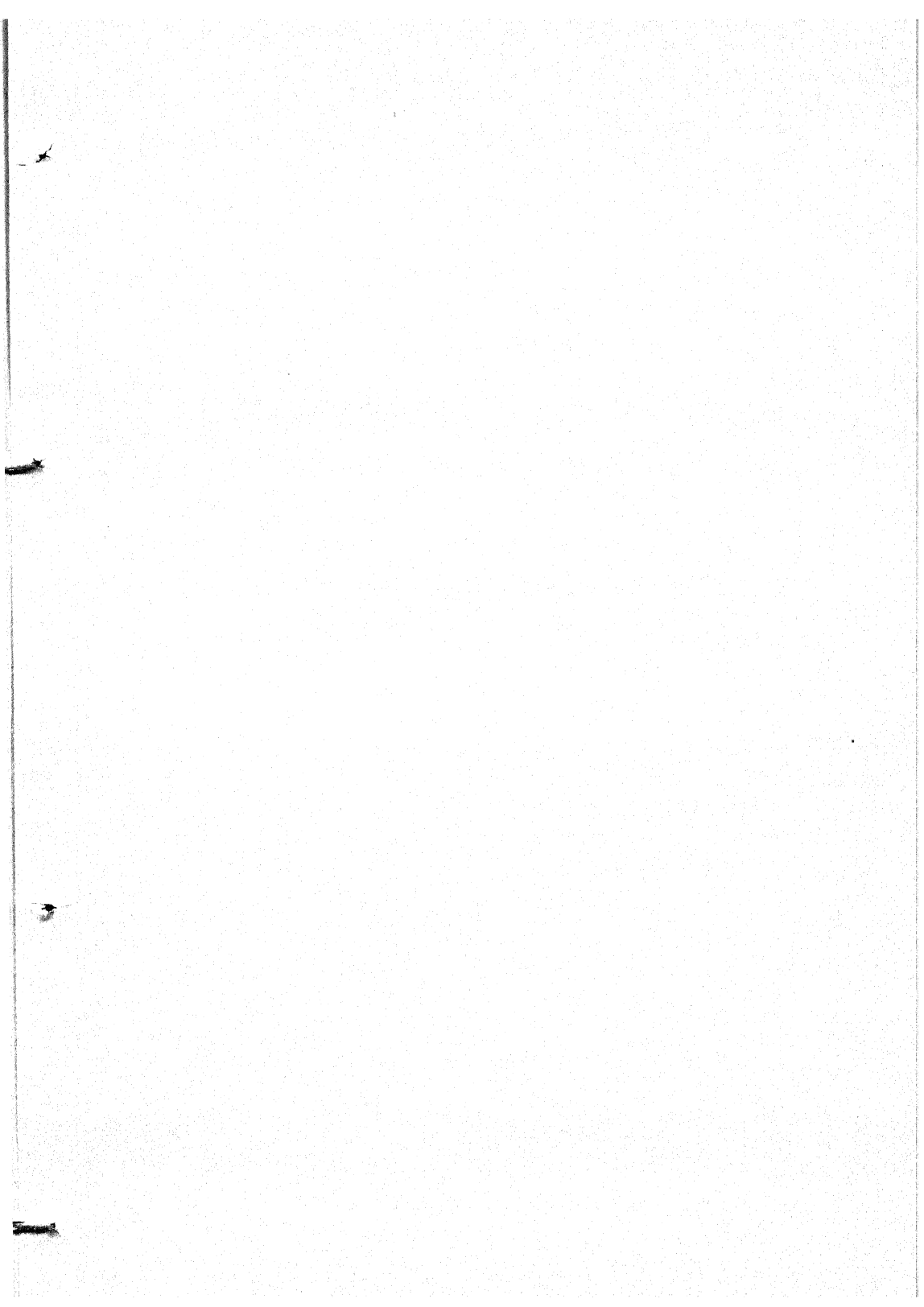
(ii) To keep the company rosters of N. C. O's duties and the roster of platoons for duty.

- (iii) To parade all company reports for the company commanders and at durbar.
- (iv) To keep the company vernacular order books and to promulgate all orders.
- (v) To report the presence in the lines of all strangers and friends and relatives of non-commissioned officers and men to the Indian officers of the company and to obtain permission for them to remain in the lines.

Company  
Quarter-  
master  
Havildar.

55. The company quartermaster havildar is responsible to his company commander for the receipt, maintenance and issue of all arms, equipment, stores, rations, clothing, and necessaries for the company and for the tidiness of his company stores. His particular duties will be as follows —

- (i) To maintain an account of all arms, ammunition, equipment, and public clothing on charge of the company.
- (ii) To be responsible for the correctness and condition of all equipment and arms of all absentees and to see that they are cleaned at least once a week.
- (iii) To prepare indents for all ammunition required by his company commander for range practices, etc.
- (iv) To keep the key of the company store.
- (v) To draw all clothing and equipment for the company from the quartermaster's stores and to hand it over to platoons after being fitted and marked. To collect from platoons and return to the quartermaster stores all unserviceable or surplus clothing and equipment which is





ordered to be returned.

- (vi) To draw all rations for his company and arrange for their issue to platoons, keeping an account of all receipts and issues.
- (vii) To look after the condition of all company barracks and buildings.
- (viii) To take charge of all company followers and be responsible that they are properly fed.
- (ix) To make a list of the property of any men going to hospital on command, leave, etc. This list will be signed by the platoon commanders, and deposited in the company store with the kit. On the return of the man he will hand back to him his property taking his signature for it.
- (x) To open, in the presence of the platoon commander, any bundle or kit bag deposited in the company store when it is necessary to do so.
- (xi) To record the transactions of the auction of any private property of deceased men, deserters, etc.

56. The pay havildar assisted by the pay naik, will be responsible for the correct maintenance of sheet rolls, for the record of all debit transactions against the men's clothing allowances, and for crediting the estate of all deceased men with the sale of their property. He will maintain a list of all issue to men of clothing and necessaries so that these may be charged against men's clothing allowance. He will bring to the notice of the company commander any item for publication in Part II orders affecting the men of the company.

Pay Havildar.

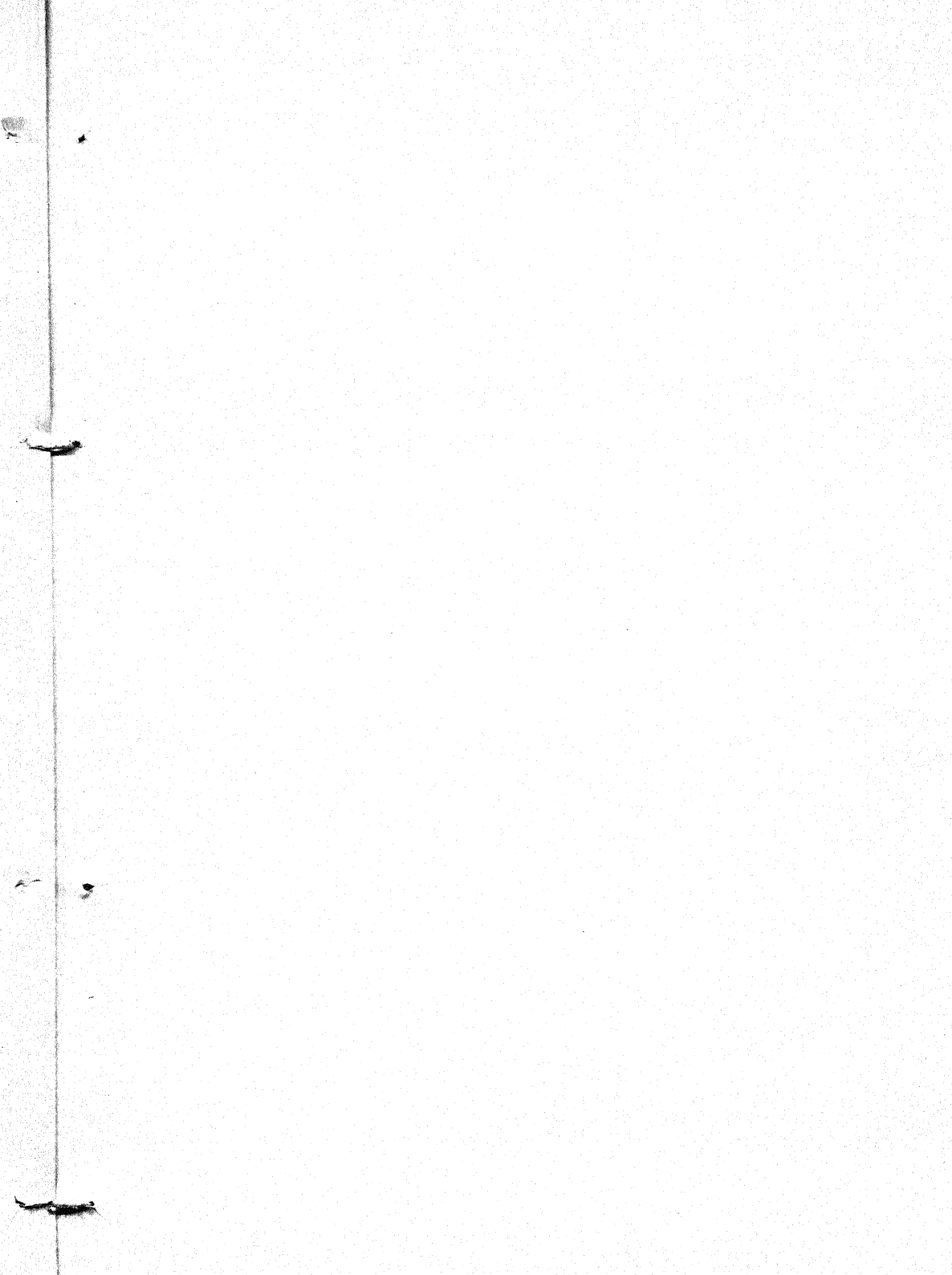
57. The pay havildar and pay naik will assist the company quartermaster havildar in the custody of arms. Their duties in this connection will be as follows :—

- (i) To obtain the key of the kot from the N. C. O. in command of the quarter guard, and open the kot when required, to receive all arms given in and to count and inspect them and report their correctness to the company quartermaster havildar.
- (ii) To hand over all sick men from the company to the hospital N.C. O. and to hand over to the company quartermaster havildar their arms, equipment, and kit for storage if they are detailed in hospital.

57 (a). On substantive promotion to or in non-commissioned rank, the N. C. O. concerned will attend the first durbār following and present his bayonet (on the flat of the hands, hilt to the right) to all British and Indian officers in order of seniority.

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## V.—DUTIES.

58. The following will be exempt from duty.—

Exemption.

*British officers.*—Commandant, second-in-command, adjutant and quartermaster.

*Indian officers.*—Subedar-major, jemadar adjutant, jemadar quartermaster, and jemadar clerk.

*Non-commissioned officers.*—Regimental havildar major, regimental quartermaster havildar, company havildar majors, company quartermaster havildars, pay havildars and naiks, clerks, bugle major, havildar amourer, officers' mess havildar, provost havildar, school master, transport havildar.

*Sepoys.*—Clerks, assistant armourers, quartermaster store men, carpenters, tailors, bootmakers, sanitary men, men for regimental institutes and ranges, recruits and transport attendants, officers' orderlies and cook-house orderlies when detailed.

59. Each company will be detailed for a week's tour of duty the week commencing at guard mounting on Sunday.

Methods of  
detailing  
men for  
duty.

Duties will be found from the duty roster of the company on duty, but men will not be detailed from more than one platoon for any single guard unless absolutely unavoidable.

60. Duty rosters will be kept as follows :—

Duty Roster.

British Officers	...	... By the adjutant.
Indian officers, buglers and hospital havildars.		.. By the jemadar adjutant.
Non-commissioned officers.		... By the company havildar major.
Men	...	.. By the company havildar major.
Followers	...	... By the jemadar quartermaster.

**Precedence  
of duties.**

61. The following is the order of precedence of duties :—

Commands, and escorts, including recruiting duty.

Orderly havildar.

Regimental police.

Guards of 24 hours.

Guards of 12 hours.

Orderlies.

Working parties.

**Overslaugh.**

62. (i) If an officer or man's turn for any duty comes when he is on a duty higher in the scale laid down in para 61 he will receive an overslaugh, but not vice versa, e.g., if a man's turn for fatigue comes while he is on guard he will receive an overslaugh, but he will not do so if his turn for guard comes while he is on fatigue.

(ii) A man on return from furlough will not have to make good any duties. A man on return from short leave or from hospital (unless granted sick leave) will have to make good any commands or escorts which may have fallen due from him while absent, but not other duties.

(iii) An escort entailing absence of over one week will be counted as a tour of all duties higher in the scale.

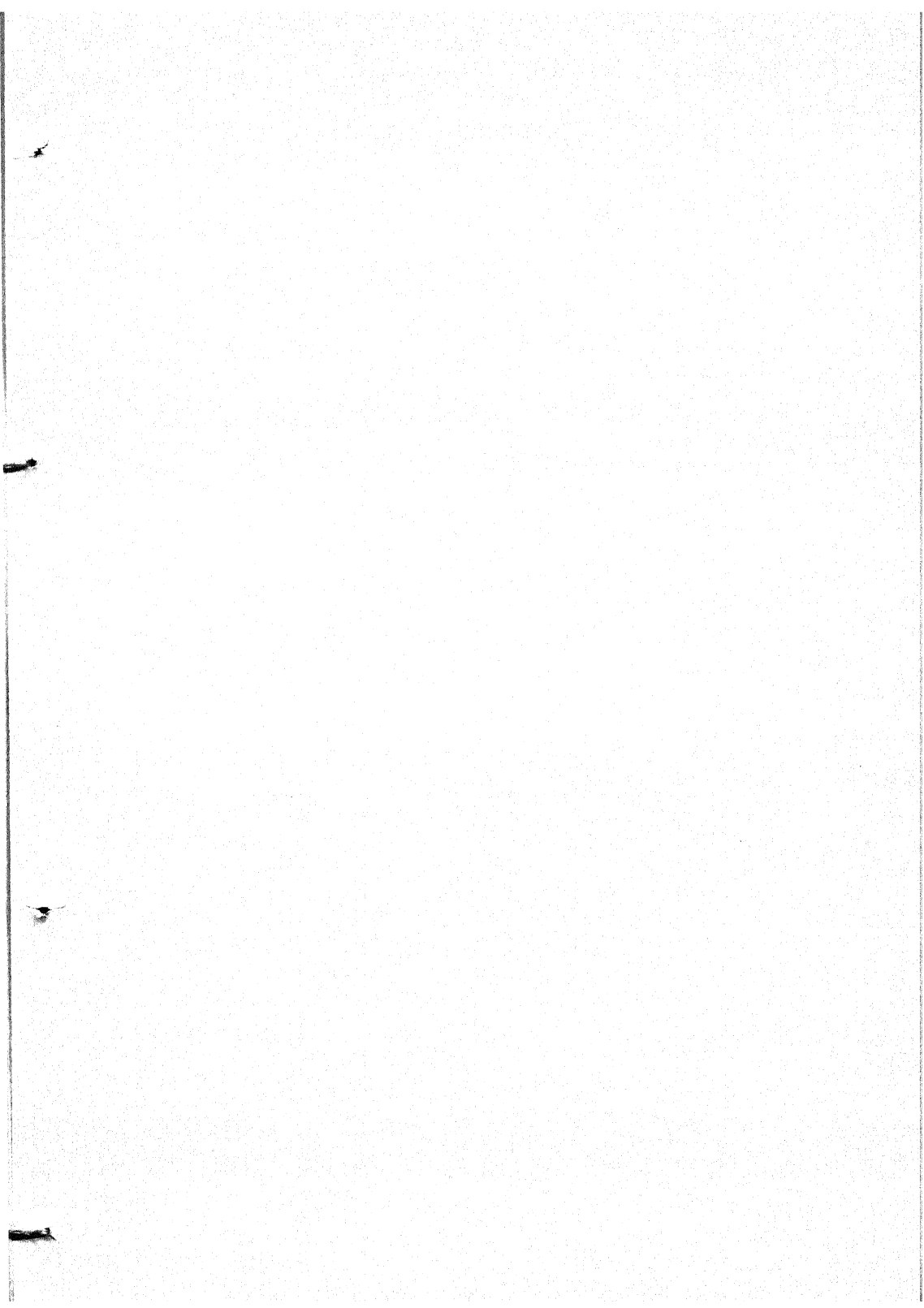
(iv) Men on return from escort (involving absence over 24 hours) or command will be granted leave from morning parades next day to clean up accoutrements.

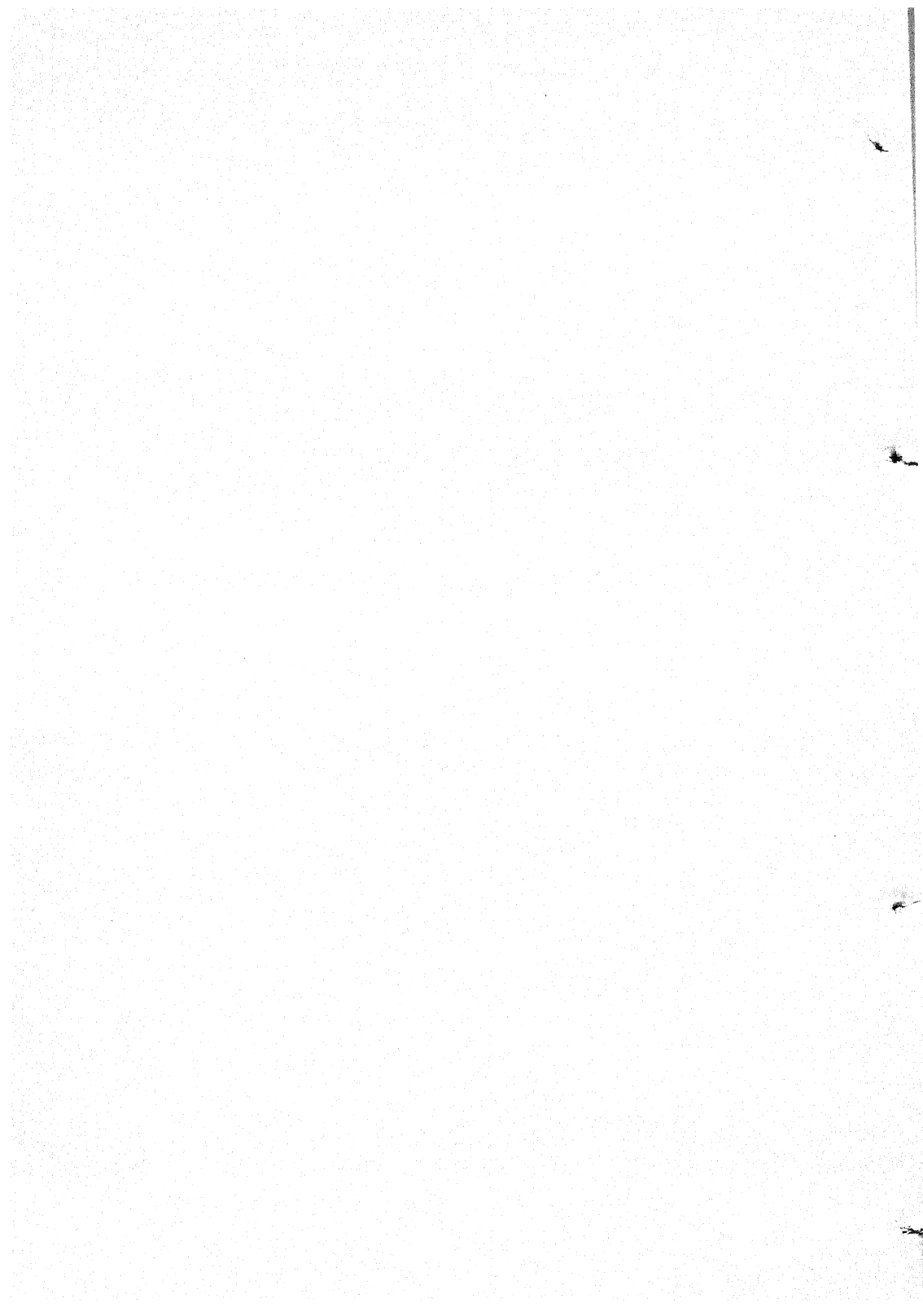
**Complaints.**

\*63. In case any man thinks he has been put on duty out of turn or has any complaint to make he must perform the duty, and on its completion make his report to his platoon commander.

**Commands  
and  
Escorts.**

\*64. An officer or non-commissioned officer in charge of any party on command or escort is entirely responsible for the safety,





discipline, and rationing of his party. He will remember that on such duties the good name of the battalion and group is more than ever in his hands. He will make certain that he understands all orders for the command or escort before marching off, and, when once he has marched off, no misunderstanding of orders will be accepted as an excuse for relieving him of responsibility.

In the case of an escort, the officer or non-commissioned officer in charge will obtain a list of all articles handed over to him, and will check this list, inspecting seals and weighing boxes where he thinks a box is underweight. In the case of treasure he accepts "sealed boxes said to contain treasure". When once he has taken over the consignment he is entirely responsible for its safety and correctness until he has handed over charge of it, when he will take a receipt.

\*65. The following orders will be strictly adhered to :—

Guards.

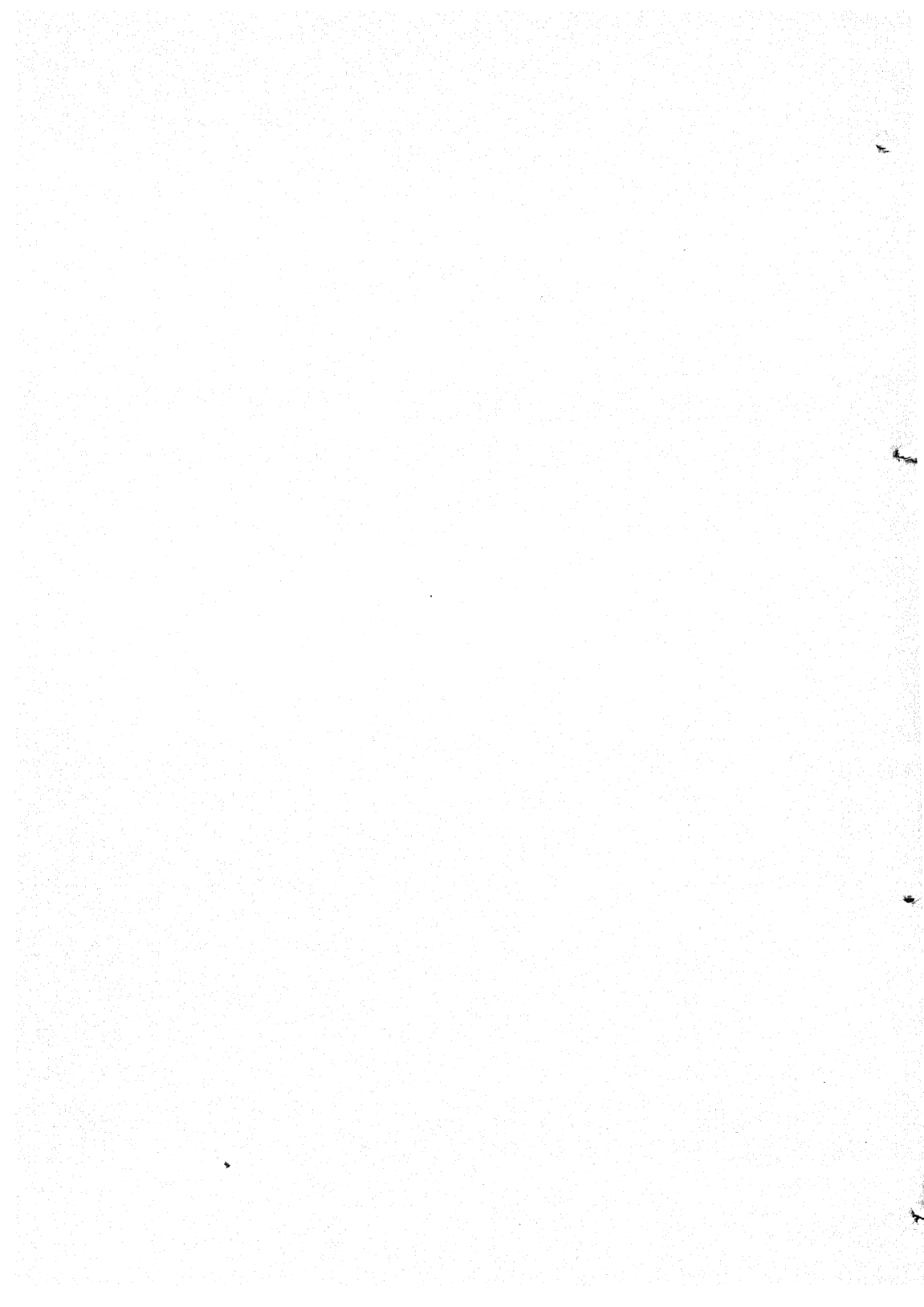
- (i) No man on guard is allowed to take off his accoutrements.
- (ii) Every man on guard will sleep with his rifle attached to his body between 'retreat' and 'reveille'.
- (iii) The commander of a guard will inspect the ammunition of the guard at 'retreat', 'last post', and 'reveille', and of each sentry on relief.
- (iv) A guard which has sentries mounted with smooth bore muskets at night will hand over an equivalent number of rifles to the company quartermaster havildars at retreat to be deposited in the rifle kot. Thereafter the relief of each sentry will be marched to his post with a rifle, which he will hand over to the relieved sentry receiving from him the smooth bore musket in its place. Ammunition will be similarly handed over. The rifles will be

reissued from the kot by the company quartermaster havildars at 'reveille'.

- (v) Sentries will be mounted with fixed bayonets during the hours of darkness.
  - (vi) No man is allowed to leave the guard except for very short periods for purposes of nature, and then only one may be absent at a time.
  - (vii) The non-commissioned officer in command of a guard is responsible for taking over all guard stores and prisoners from the commander of the old guard, and for seeing that all locks are securely fastened, he remains responsible for their safe custody until relieved, when he will hand over charge to the commander of the relieving guard. An inventory of guard stores will be hung up in the guard for check.
  - (viii) Sentries posted over locked boxes, doors, etc., will test the locks when they are mounted, and after any one has occasion to open them.
  - (ix) A double sentry will be mounted over treasure.
  - (x) The order for each guard, and for each sentry post, will be written in English and vernacular, and a copy hung up in the guard room concerned.
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## VI. --PRISONERS AND DEFAULTERS.

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66. When any non-commissioned officer is placed under arrest, or sepoy confined, a report will at once be made by the N. C. O. of the guard, to the commanding officer and to the adjutant. The following day, on the arrival of the commanding officer in the office, the adjutant will take his orders as to the hour at which the accused is to be brought before him. The company commander will investigate the case previously to the man being brought before the commanding officer, and will enter all particulars in a crime report.

Reports re-  
garding  
men  
placed in  
confine-  
ment.

The N. C. O. of the guard will make a similar report when any man is released.

67. All punishments awarded by British and Indian officers will be entered at once in crime reports which will be passed to the adjutant for the information of the commanding officer and for record.

Report of  
punish-  
ments.

68. All cases of punishment and extra drill are to be personally communicated by the Indian officer or non-commissioned officer who may receive the order to the company havildar major of the company concerned and to the platoon havildar concerned.

69. Whenever prisoners are confined in cells so situated as not to be in view of the sentry on the quarter guard, a special sentry will be placed over them.

Prisoners

\*70. The following rules regarding prisoners will be strictly adhered to:—

(i) A prisoner undergoing sentence is not to leave his cells

except for work, for purposes of nature, and for such air and exercise as the medical office considers necessary. Whenever he so leaves his cell, he will be accompanied by at least two of the guard.

- (ii) Prisoners are not allowed to converse with any one during their exercise, drill or fatigue duty.
- (iii) Prisoners will not be allowed charpoys, and their bedding will be removed between 'reveille' and 'retreat' and exposed to the air (unless otherwise recommended by the medical officer).
- (iv) Daily facilities for washing, and periodical arrangements for change of clothes will be made for all prisoners.
- (v) The use of tobacco, opium, and liquor by prisoners is forbidden unless prescribed by the medical officer.
- (vi) Prisoners will not cook their own food, which must be brought to them ready prepared before dark. This will be given to them in their cells in the presence of the guard commander who will see that all eating vessels are removed after use.
- (vii) If a prisoner reports himself sick, he will be taken to hospital under escort, and, if admitted a sentry will be posted over him.
- (viii) The guard commander is responsible that the cells are kept in a clean and sanitary condition, that the prisoners hold no converse with the sentry posted over them or with any one except on duty; that no communications are passed to them; and that the cells are kept locked and keys hung up in the quarter guard.





- (ix) Prisoners will be visited by the British officer of the week and Indian officer of the day as laid down in paras 32 (iii) and 45 (vi) respectively. They will be visited by the medical officer daily.

\*71. The following are the rules for defaulters' drill, roll call, etc.:— Defaulters.

- (i) A board will be kept in the quarter guard, on which the names of all men undergoing confinement to the lines will be entered by the jemadar adjutant with the dates on which the confinement commences and finishes.
- (ii) Roll calls will be held at the quarter guard from sunrise to 8 p.m., at uncertain hours, to be settled by the Indian officer of the day, for which he will sound the defaulters' call. The order for roll call will be drill order without rifle.
- (iii) Punishment drill in field service order will be carried out in front of the quarter guard for an hour at a time, and will be taken under the provost N.C.O. as follows:—
  - (a) On working days, once in the middle of the day.
  - (b) On holidays, once in the middle of the day and once in the evening.

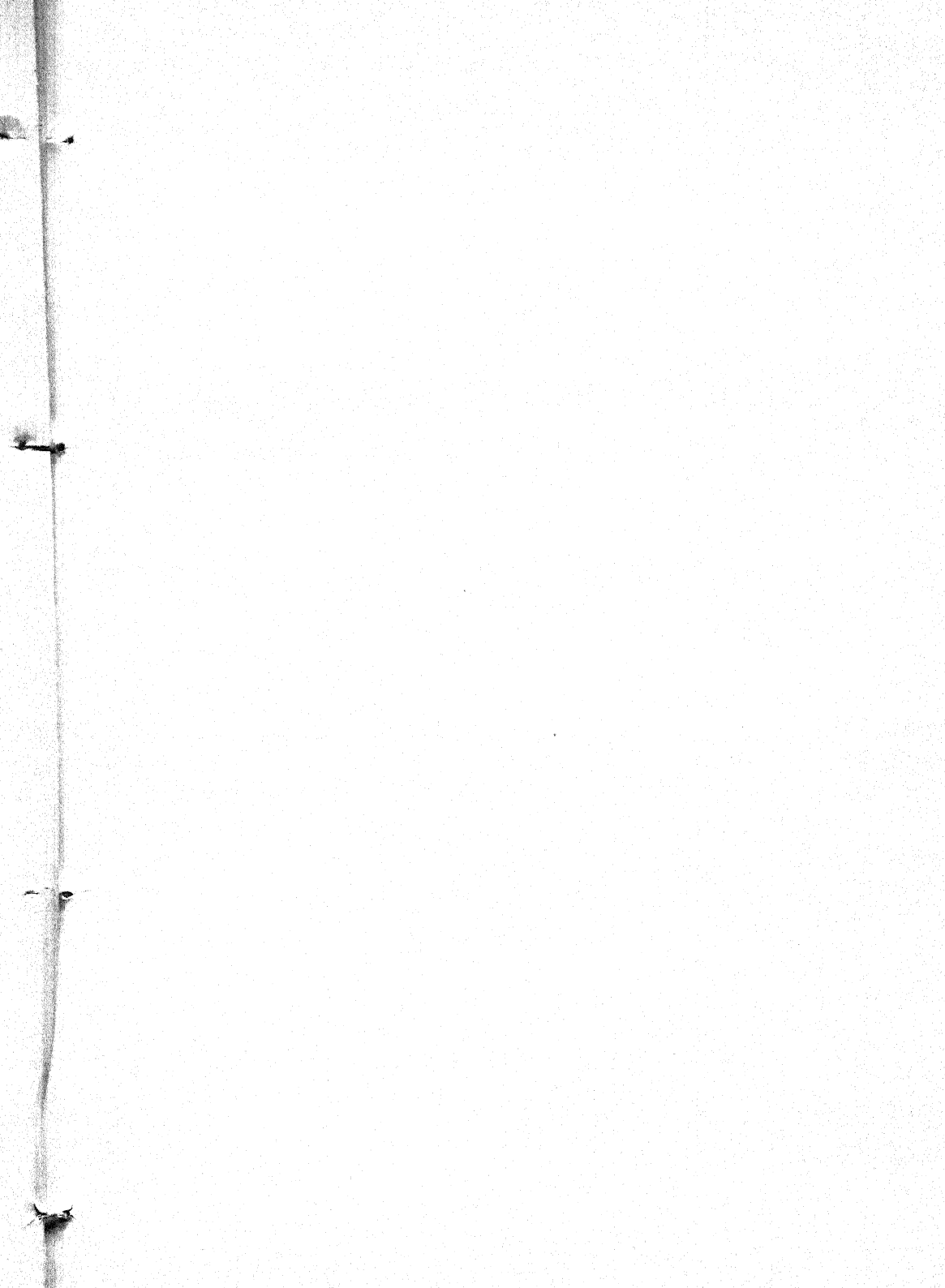
Punishment drill will, however, be replaced by defaulters' fatigue whenever possible.

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## VII.—SICK AND HOSPITAL.

- Morning Sick Parade.** \*72. Any man reporting sick will do so to the pay havildar or naik. The latter will then parade the morning sick of the company and hand them over to the hospital N. C. O. (see para 53) who will march the sick to hospital. All sick will be marched to hospital in clean clothes which must be properly and neatly put on.
- After the medical officer in charge of the battalion has seen the morning sick, the hospital N. C. O. will march back to the lines any men not detained, and will hand the sick report over to the adjutant for submission to the commanding officer, after having shown it to the subedar major.
- Men returning from leave etc.** \*73. All men returning from furlough, leave or command will attend hospital the next morning.
- Sick attendants.** 74. Sick attendants for men in hospital will only be provided on the recommendation of the medical officer in charge.
- "Line sick".** \*75. No man who is excused parades or duty on account of sickness may leave the lines without the permission of his platoon commander.
- Malingering.** \*76. All cases of malingering will invariably be brought before the commanding officer. Any case of a man reporting sick and returned to duty by the medical officer will be brought before the company commander for investigation.
- Families.** \*77. All men and followers having families living in the lines are to report at once to hospital any case of serious illness among their families. This report will be made through the hospital havildar.
- British Officers.** 78. British officers will sign the attendance book whenever they visit their men in hospital.







## VIII.—PROMULGATION OF ORDERS.

79. There are three publications dealing with regimental orders, viz:—

- (a) Standing orders.
- (b) Permanent orders.
- (c) Regimental daily orders—Parts I and II.

80. Standing orders will be printed in English and the vernacular, and a copy will be in the personal possession of each of the following:—

Standing  
Orders.

All British and Indian officers.

The regimental havildar major.

The regimental quartermaster havildar.

All company havildars major.

All company quartermaster havildars.

All company pay-havildars.

In addition to the above, a copy will be kept in the adjutant's, quartermaster's, and all company offices and at least six copies will be kept in the school.

Indian officers and platoon commanders are responsible that all ranks of the battalion thoroughly understand such portion of the standing orders as concern them. Company commanders will arrange that those standing orders which are marked with an asterisk are read out and explained to all men once a quarter.

Permanent  
Orders.

81. A permanent order book will be kept up by the adjutant, into which he will enter monthly all regimental daily orders which are of more than temporary application. The permanent order book will be placed before the commanding officer on the first day of each quarter, when the adjutant will take orders as to whether any of the permanent orders are to be republished as standing orders.

Regimental  
Daily  
Orders.

82. Regimental daily orders will be kept up in two parts, viz:—

*Part I.*—All normal daily orders for the battalion.

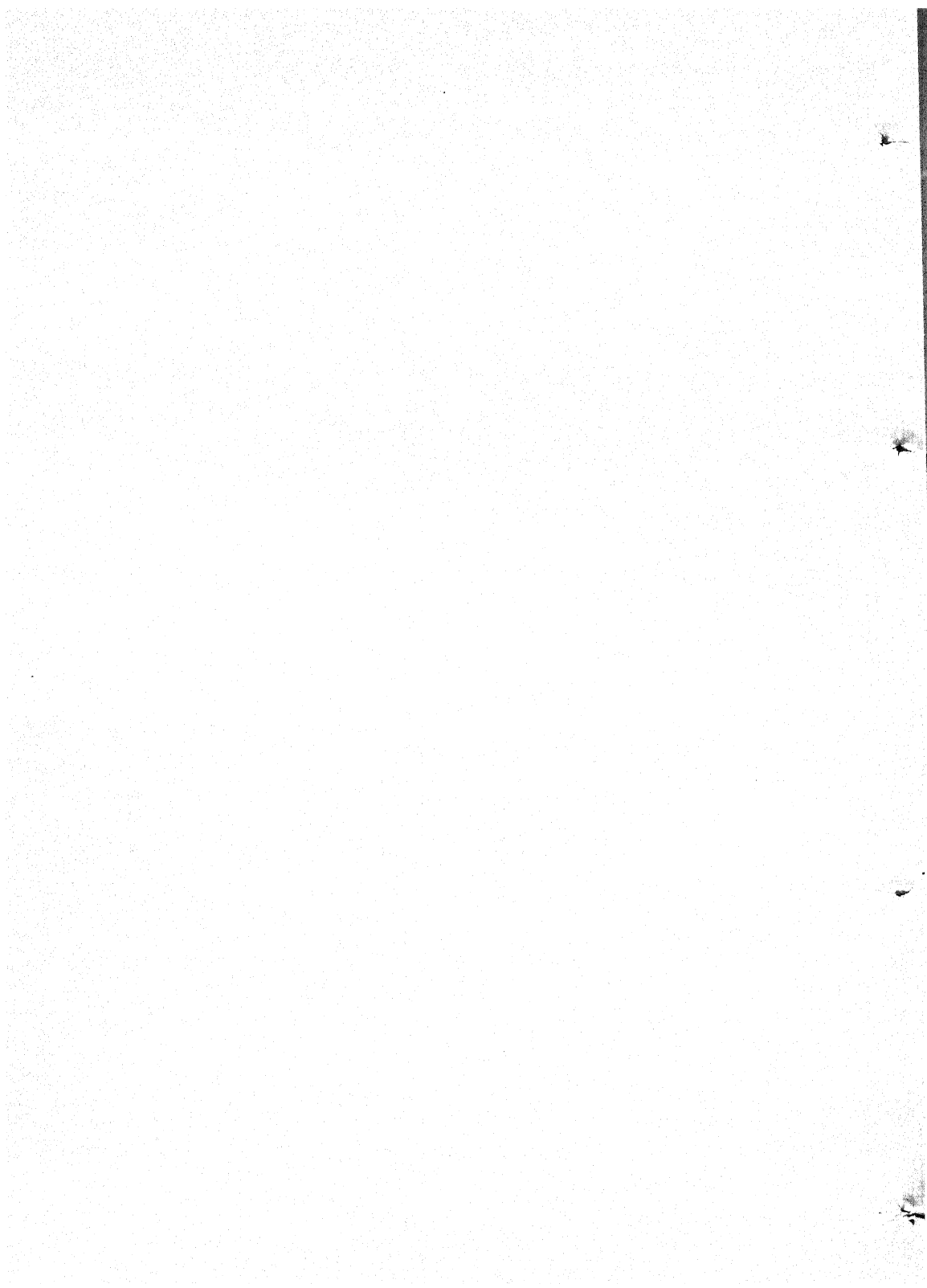
*Part II.*—All orders which affect the pay and allowances of any officer or man of the battalion.

*Part I.*—Regimental daily orders will be written by the adjutant in the regimental order book, and after having been initialled by the commanding officer, typed copies will be provided for every British officer, and for the subedar major. Each British officer will pay a subscription to the office fund of one rupee a month for regimental orders.

83. As soon as regimental orders for the day have been signed by the adjutant, they will be translated into the vernacular and dictated to the jemadar adjutant, under the personal supervision of the adjutant. The jemadar adjutant will then sound the call for orders, when the regimental havildar major and all company havildars major will assemble at the subedar major's quarters. The jemadar adjutant will then dictate the orders and company havildars major will write such orders as concern their respective companies into their company vernacular order books.

84. Platoon commanders are responsible that all regimental daily orders are read out and thoroughly explained to the men at the evening roll call. They are also responsible that all men who are absent from roll call are subsequently made acquainted with the orders. Ignorance of published orders will never be accepted as an excuse for their infringement.





85. All officers, British and Indian, are responsible for studying all past orders which may have been issued during their absence.

86. In the event of there being no orders issued on any day (other than a Sunday), this fact will be stated in the first order of the next day.

87. Vernacular order books will be shown to the commanding officer at all book inspections.

88. The receipt of all brigade area, district, command, and India army orders will be notified in regimental daily orders, Part I, and they will then be placed in a file in the adjutant's office. All British officers are responsible for reading these orders whether their attention is specially directed to a particular order or not.

Brigade Area  
District,  
Command  
and India  
Army  
Orders.

89. In the event of the jemadar adjutant receiving a verbal order, for the battalion from the adjutant, he will inform the subedar major and will arrange for its immediate promulgation through company havildars major.

Verbal  
Orders.

90. Company commanders will furnish a written report to the adjutant on the 2nd of each month that one-third of the Indian Army Act as prescribed in A.R.J., Vol. II, para 221, was read and explained to the men of their respective companies at roll call on the previous evening.

Indian Army  
Act.

## IX.—TRAINING.

Training of  
trained  
soldiers.

91. Each company commander is responsible that all trained soldiers in his company are maintained in a full state of military efficiency at all times. Special arrangements will be made for all trained soldiers to fire their annual course of musketry (Table B) and to carry out the quarterly judging distance tests.

Training  
Programme.

92. Training programmes for each week will be prepared by company commanders and will be submitted to the commanding officer for approval on Friday morning.

93. All ranks must understand that, in future, educational training will be considered as much a part of a soldier's training as any other branch of it, the object of such training being :—

(i) To increase military efficiency.

(ii) To assist the soldier to become an efficient citizen of his country.

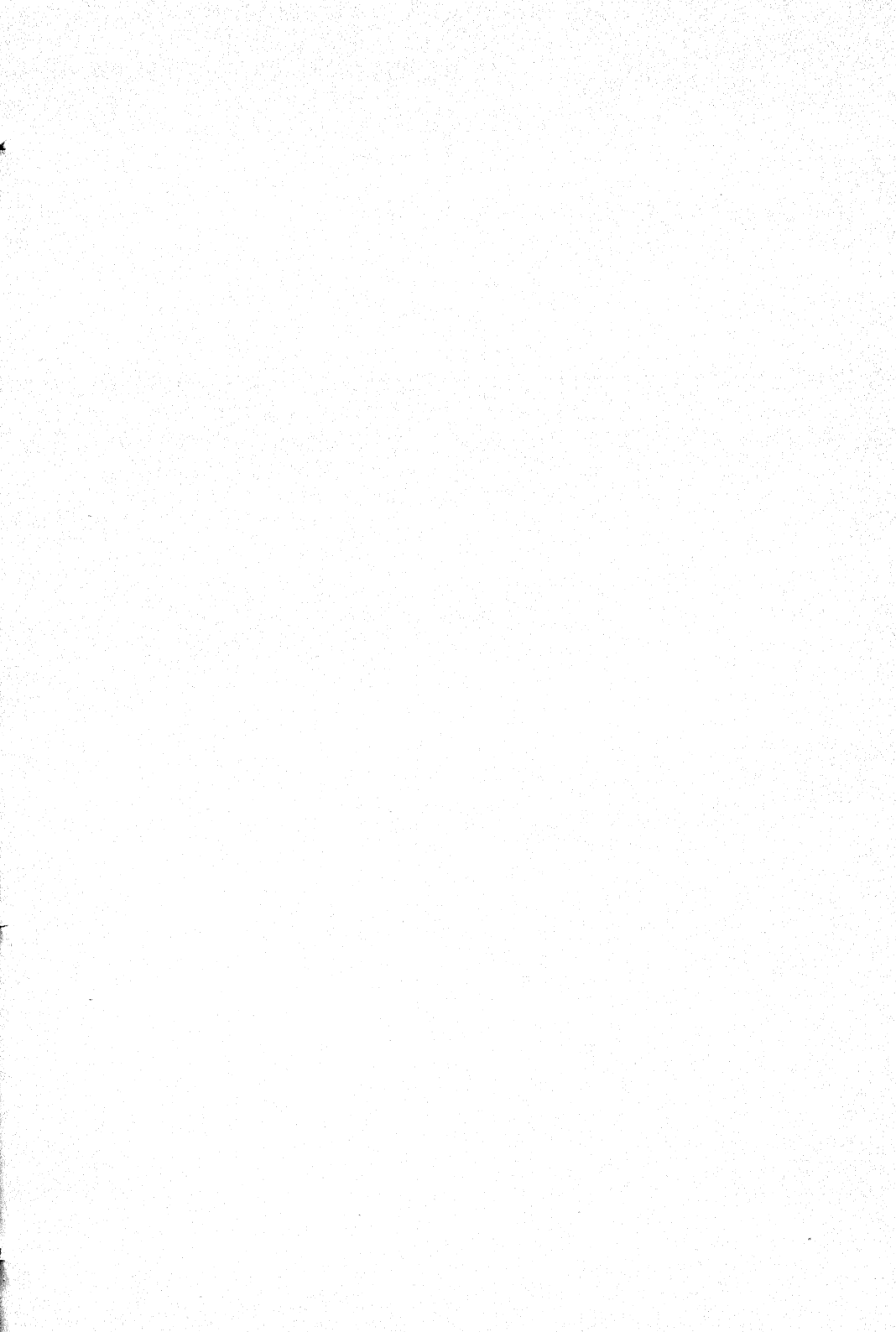
Organisation.

94. Educational training will be carried out by companies and platoons, under the orders of company commanders. In each platoon one man will be appointed as a pupil teacher, and his duty will be to train the men of the platoon up to the standard required for third-class certificates.

Preparation for first and second class certificates will be carried out by the battalion school staff, who will also assist in the following :—

(i) The teaching of history, regimental or Indian ; geography ; civil duties.







- (ii) The training of particularly backward men.
- (iii) The training of platoon and company teachers.

Assistance in the teaching of the vernaculars used by men will also be given by the religious teachers.

95. The following will be the tests to be passed for 3rd, 2nd and 1st class certificates of education respectively :— School Examinations

(a)—**Third Class Certificate**

*Reading*.—Ability to read a simple book as the first reader in the candidate's own language, or if preferred in Roman Urdu.

*Writing*.—Ability to write from dictation, in the candidate's own language, from a simple book, such as the first reader.

*Arithmetic*.—Addition and subtraction, multiplication and division.

*Geography*.—Simple outlines of the world and India.

(b)—**Second Class Certificate.**

*Reading*.—Ability to read Hindustani in the Roman character.

*Writing*.—Ability to write from dictation in the candidate's own language, to make out rosters of duty, and to write Hindustani in plain round hand in Roman character.

*Arithmetic*.—Compound addition, subtraction, multiplication, and division, the keeping of butt registers, and calculating broken periods of pay.

*Geography*.—Slightly higher standard than for third-class. Ability to set and read a simple map.

(c)—**First Class Certificates.**

*Reading and writing.*—From text books and orders and manuscripts in Roman Urdu and in candidate's own language.

*Geography.*—Ability to make a rough sketch. Higher standard of map reading and more detailed knowledge of world, British Empire and India.

*Arithmetic.*—Up to and including vulgar and decimal fractions calculating musketry percentages and averages, making out company pay and mess books.

The text books will be :—

For third class—First reader ; regimental history (when ready).

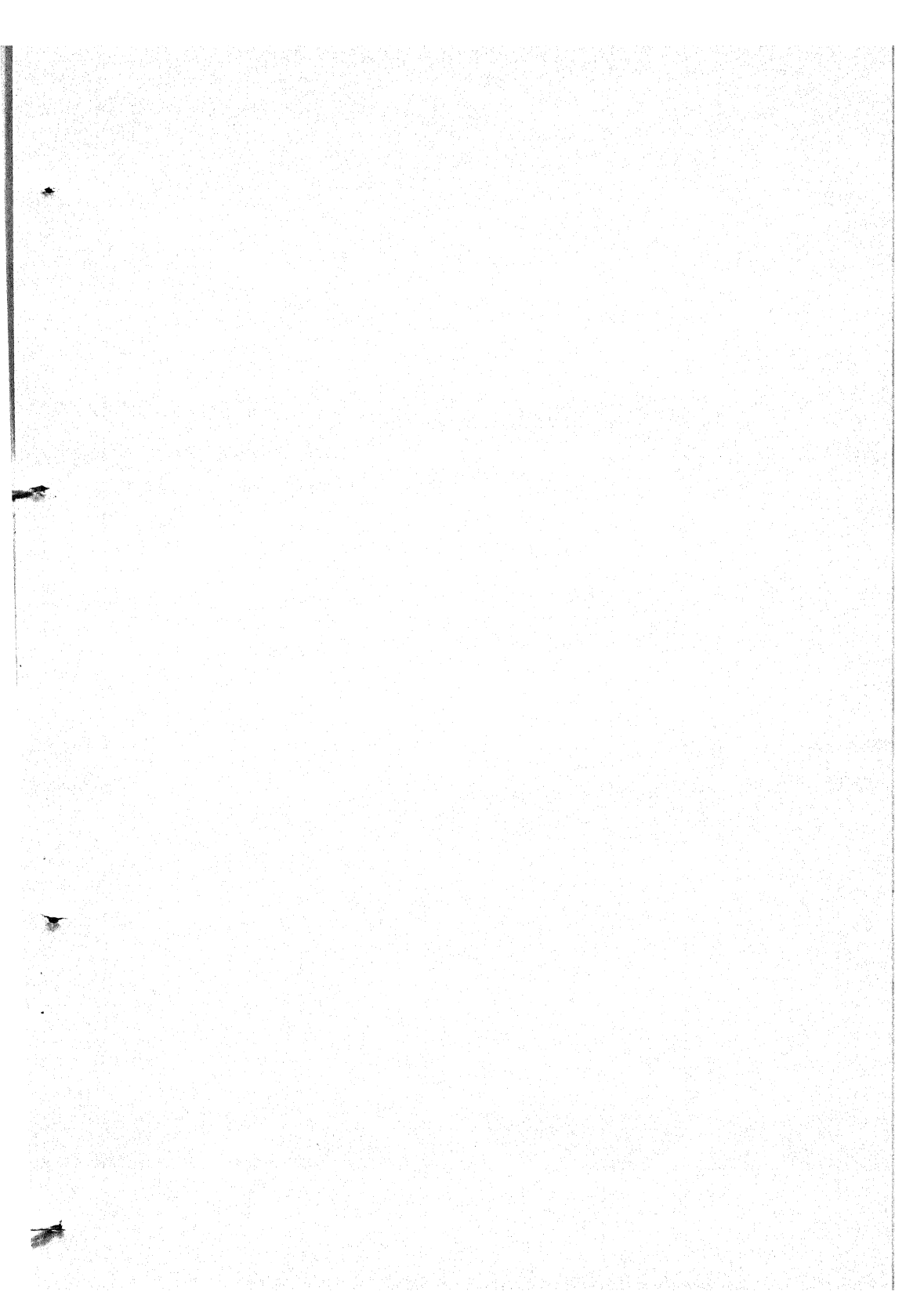
For second class—Training manuals ; regimental history (when ready).

For first class—Fauji Akhbar ; standing orders ; training manuals ; regimental history (when ready).

The examination for certificates of education will be carried out by the school committee, in order to ensure an equal standard for all companies of the regiment. The school committee will consist of the second in command, one other British officer, the subedar major and one other Indian officer.

The following rewards will be paid to candidates obtaining certificates, below the rank of Indian officer :—

1st class certificate, Rs. 5.



B.O. No. 333  
8/7/25

Para 96(a) of Regimental Standing Orders. *para 14-89a*  
In line 2, delete "sections 14-89" & substitute "paras 96-99  
inclusive, section leading in Attack & Defence, general  
knowledge relating to the conditions of service & the unit

In line 6 at the end add "semaphore".

Para 96(b) of Regimental Standing Orders.  
In line 3 delete "sections 17-33, inclusive" & substitute  
chapter 2 with new amendments".

B.O. No. 333  
8/7/25

In line 4, for "sections 167-170, substitute"section  
121-133.

In line 5, for "Musketry Regulations, para 299", substi-  
tute "Small Arms Training, para 67-69, inclusive".

In line 6, add "Semaphore".

Para 96(c) of Regimental Standing Orders.  
At the end, add " & platoon Training book, semaphore".

B.O. No. 333  
8/7/25

96. Until further orders the following tests must be passed before promotion to each rank :—

Promotion  
Examina-  
tions.

- (a) Before promotion to lance naick 3rd class certificate of education. Infantry Training, Vol. I, ~~sections 14-29~~ <sup>paras 14-89 &</sup> 96-99 inclusive, guard duties, knowledge of regimental standing orders, elementary musketry instructions including bayonet training, <sup>\* semaphore</sup> and must be at least a 2nd class shot, <sup>section leading in attack & defence & general knowledge relating to the conditions of the service & unit</sup>
- (b) Before promotion to naick or appointment as paid L/Nk—All (a) and in addition Infantry Training, Vol. II, <sup>amendments</sup> ~~sections 1-20~~ <sup>Ch II with</sup> inclusive. F S. Regulations, Vol. II, <sup>(21-152)</sup> ~~sections 1-20~~ inclusive. Instruction in taking standard tests laid down in <sup>Small Arms Training para 67-69 & also</sup> ~~Musketry Regulations, para 999,~~ and bayonet training. <sup>\* semaphore</sup>
- (c) Before promotion to havildar all (a) and (b) and in addition Infantry Training, Vol. I, sections 90-99, inclusive, <sup>platoon training & semaphore</sup>

Tests (a), (b) & (c) excluding the educational test, will be carried out by the 2nd-in-command, the adjutant and the subedar major, in order to secure uniformity in the regiment.

## X.—ORDERS FOR THE LINE OF MARCH.

97. Parties for loading ammunition, stores, mess and officers' kits will be detailed at evening roll call, and the place where baggage animals are to be collected when loaded will be pointed out to the N. C. O's. in charge of baggage guards by the transport officer.

98. No one is permitted to leave camp and no noise is to be made before reveille. Half an hour after reveille, the dress bugle or whistle will sound when the men will fall in and ground arms and accoutrements, which will be placed under sentries. The roll will then be called, after which the men will get their kits ready for loading in lines. Tents will then be struck and placed ready for loading. The signal for bringing up the animals will then be given and the loading begun. After loading the men will put on their accoutrements and fall in. Absolute silence must be maintained throughout these proceedings.

99. On the line of march companies will lead in rotation daily.

100. No man is permitted to remain behind or fall out without permission from his platoon commander. No water from the men's waterbottles will be used for any purpose without the permission of the C. O.

101. On arrival in camp, companies will march to their own portions of the camp, where the roll will be called, arms and accoutrements inspected and then grounded under sentries, while the men pitch camp and entrench. The same parties who load up will unload stores, mess, etc.

102. Company commanders will report all correct or otherwise to the commanding officer as soon as possible after arrival in camp.







## XI.—CARE OF ARMS.

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103. British and Indian officers are responsible that the regulations in A.R.I., Vol. II, regarding the care of arms are strictly adhered to.

\*104. The following orders regarding the safe custody of rifles will be strictly adhered to :—

Safe custody  
of Arms.

(i) Every man is responsible for his own rifle at all times, and he must never allow it to pass out of his possession except when it is placed in charge of a sentry or in their rifle kot or handed over by permission of an Indian officer or N. C. O. to another sepoy. When men carrying rifles are ordered to perform any fatigue or manual labour the rifles will be placed under a sentry or slung.

(ii) All rifles will be kept in the rifle kots except when they are required for duty, cleaning, inspection or repair.

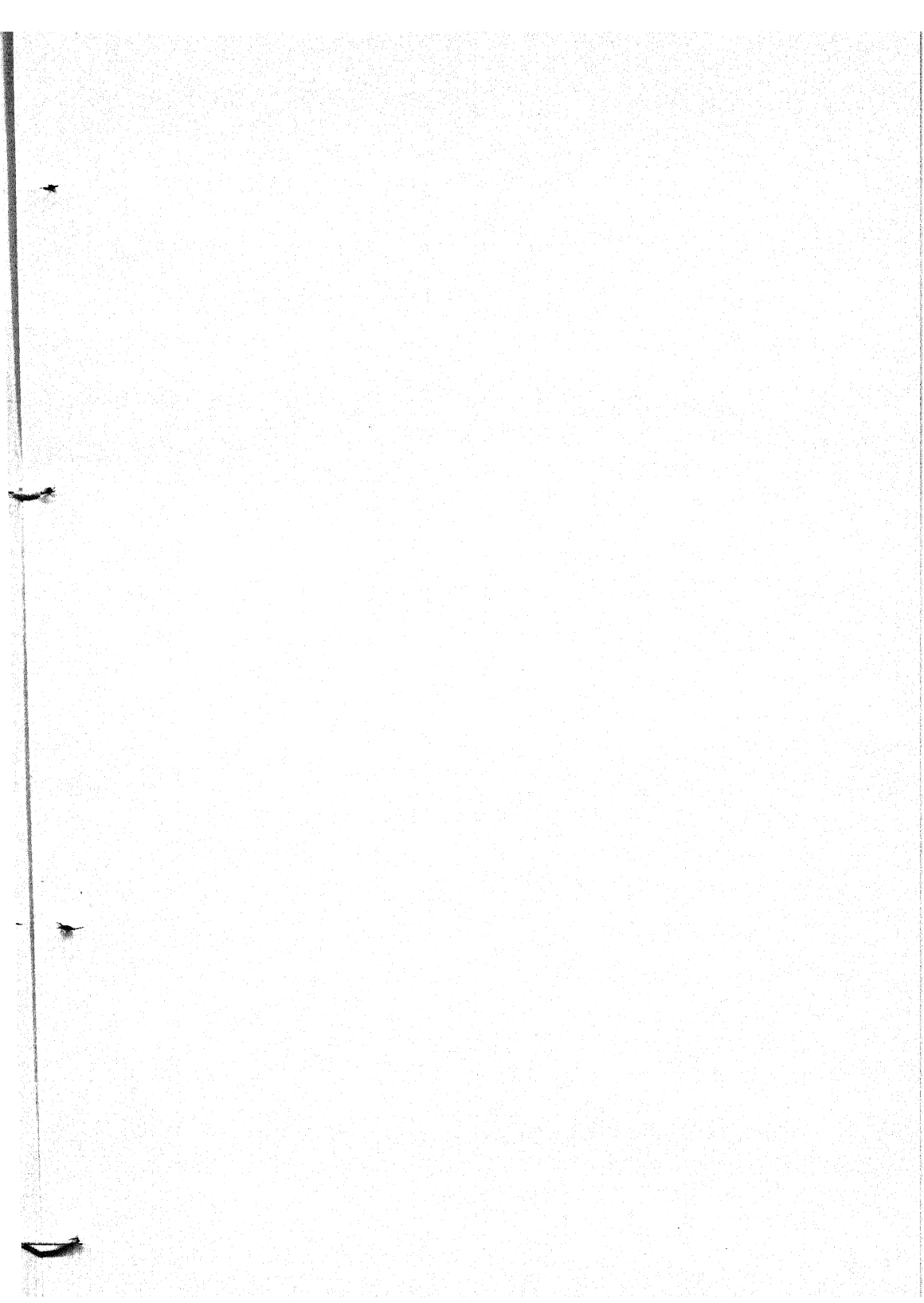
(iii) Each rifle kot will be provided with a padlock and duplicate keys. One of these keys will be kept in the quarter guard in a locked box, the key of which will be in charge of the N. C. O. commanding the quarter guard, and the other will be kept by the company commander. The kot will only be opened by the company quartermaster havildar or pay havildar or naik, who will sign the book kept for the purpose in the quarter guard, giving time and date of receipt of key, the entry will be countersigned by the Q. G. commander. The same procedure will be adopted when the key is returned. The key must always be returned when the kot is closed. At retreat

the senior Indian officer of the company will take over the key signing the book for the same, at the time receiving a report of the number of rifles present, on command, on duty and in the quarter guard, the whole number, representing the company total. The senior Indian officer will personally inspect the rifles present, satisfy himself of the correctness of the report given him, and initial the rifle account. After this, if it is necessary to open the kot the I. O. will do so personally. After reveille the key will be made over by the I. O. personally to the N.C.O. commanding the quarter guard. The company quartermaster havildar or pay havildar or naik will be present in the kot on all occasions when it is opened. They will always be in possession of the key of the padlocks for the rifle rods.

- (vi) Each partition in the arm racks will be labelled with the rifle number, and men's number and name. The rifle will always, be placed in its proper partition when deposited in the kot.
- (v) Each pay havildar and naik will keep a rifle account which will be initialled daily by platoon commanders and at least once a week by company commanders. This book will be balanced at 'retreat', and all rifles will be accounted for in it. The pay havildar or naik will then count the rifles in the presence of the Indian officer, who will satisfy himself as to their correctness and sign the account.

Rifle rods and keys.

\*105. When rifles are locked in ordinary arm racks they will be secured with jointed steel rods passed through the trigger guards and padlocks. The rod is also to be passed through the large end of the regimental pattern key which will first be





slipped over the bolt head and there reversed so that the bolt lever is held by the narrow end. The moveable attachment will then be made to coincide with the large end of the key and the steel rod passed through it.

\*106. Rifles of men on guard will be kept in an arm rack under a sentry by day and will be counted over by each sentry to his relief. At "retreat" these will be issued to the men who will thereafter be responsible for their safe custody. They will keep with the rifles attached to their persons by a chain over the left shoulder and under the right arm, the other end being fastened by a loop to the sling swivel. The rifles will be tucked in under their blankets. In the event of a man wishing to leave the guard for the purpose of nature he will first hand over his rifle to the guard commander.

When sentries mount with bored out Martini rifles and buck shot, their 303 rifles will be placed in the rack and rod locked as described in para 105. The N. C. O. of the guard will keep the key and when sentries are relieved will issue the rifles coming off and lock up those of the new relief. The sentries will secure the Martini rifles to their persons with the chain as described above.

\*107. The senior officer or non-commissioned officer of a party on detached duty or escort with rifles is absolutely responsible for the safe custody of the rifles of his party.

\*108. The following are the orders regarding issue and deposit of rifles:—

- (i) No rifle may be removed from or deposited in the rifle kot except in the presence of the pay havildar or naik, or in his absence, of the company quartermaster havildar. No one except the company quartermaster havildar, pay havildar or naik and 8 section commanders of the two platoons will be allowed inside the kot.

(ii) Rifles are to be issued and deposited for parade by sections, and for detached duties by the whole party from each company at once.

(iii) On the "dress for parade" bugle sounding, men will be marched to the kots and the rifles will be issued to them by the section commanders in the presence of the pay havildar or naik. Similar arrangements will be made for issue before roll call and to men for detached duties. As soon as the parade or duty is dismissed men will clean their rifles and they will then be marched to the kots and the rifles will be deposited in the kots by the section commanders.

(iv) During a temporary "break off" between two parades rifles will be piled under a sentry, and will not be taken into the barrack rooms.

Inspection  
and clean-  
ing of  
Rifles.

\*109. All platoon and company commanders are responsible for the state of the arms in their respective commands. They will hold frequent inspections of them, and will see that all orders regarding care of them are properly carried out. Company commanders will inspect all rifles at least weekly.

110. Rifles of men in hospital or on leave, and any surplus rifles in the company kots will be cleaned weekly under company arrangements.

111. When any man dies, or is transferred or discharged his rifle will be examined by the armourer havildar under the orders of the company commander, with a view to any damage being at once made good. This will also be done when a rifle is transferred from one man to another.

\*112. The owner of a rifle is responsible for bringing to notice







any blemish on his rifle, which will be entered in the rifle register by the company commander and the entry initialled and dated by him.

\*113. Immediate report will be made in the event of any rifle or part of a rifle being damaged, or lost (see A. R. I., Vol. II, para 702.)

\*114. The above rules regarding rifles will apply to all Other Arms other government arms allotted to individuals. Arms allotted to companies, e. g., "drill", "skeleton" and miniature ammunition rifles, smooth bore muskets, Lewis guns, etc., will be kept in the kots, entered in the pay havildar or naik's rifle account book and issued as required under the orders of the company commanders. The individual to whom they are issued will be responsible for their safety until returned to the kots. They will be cleaned weekly under company arrangements. Side arms and scabbards will be kept fixed on the rifles when in the kots, and will only be removed from them when required for orderlies, etc. Side arms for orderlies will be issued at "reveille" and returned at "retreat".

115. Private arms authorised under A. R. I., Vol. II, para 226, Private Arms and App. II, in possession of Indian ranks, will be kept in the company rifle kot. A list in English of all such arms will be hung up in each kot, and the company commander will also keep a register of them. They are never to be taken to barrack rooms but are to be cleaned by their owners under company arrangements outside the kot.

No arms may be purchased without a license, and no arms may be bought or sold without the permission of the commanding officer. Company commanders are responsible that the orders laid down in A. R. I., Vol. II, are adhered to.

In camp and  
on the  
march.

116. On the march, if a man is obliged to fall out temporarily for any purpose his section commander will inform the platoon commander and the man will hand over his rifle and ammunition to a comrade before falling out.

If a man has to fall out through sickness, he must be left by the side of the road in charge of a N. C. O., who will hand him over with his arms and ammunition to the medical officer.

On arrival in camp rifles will be piled or laid on the ground by platoons under a double sentry, while tents are pitched and the camp got ready. They will thereafter be locked on rods as described in para 105 by platoons, two men being detailed to look after the arms and ammunition from each platoon.

If rifle rods are not available, chains will be used for securing the rifle. At retreat rifles will be issued and each man will be responsible for his own arms and ammunition from retreat to reveille. Men will sleep with their rifles secured to them in the following manner. One end of the chain will be attached to the trigger guard and passed through the large end of the key which will first have been slipped over the knob of the bolt. The other end of the chain will be made into a loop and fastened round the waist. Should any man have to leave the camp for purpose of nature, etc., he will inform his section commander and hand over his rifle and ammunition to him.

When rifles are handed in again at "reveille", platoon commanders will inspect them and the ammunition and lock them up as described above. The same precautions will be observed for the safe custody of arms of men on guard in camp as are laid down for guards in cantonment, rifles not required being placed in charge of the sentries by day and issued at retreat.

Platoon commanders will inspect their platoons at 20-00 hours every evening and satisfy themselves that every man has his rifle secured to his person by the rifle chain as detailed above and the company havildar major will report accordingly to the company commander.







## XII.—AMMUNITION.

117. There are two categories of ammunition:—

(a) Service ammunition, including pouch ammunition and ammunition for guards and buckshot ammunition for sentries.

(b) Practice ammunition, including ball, short range, blank and dummy ammunition.

*(a)—Service ammunition.*

118. In each rifle kot there will be a large wooden box for pouch ammunition, which is divided into two sections, one for each platoon. The key of the box will be hung up in the quarter guard and will never be entrusted to any one but a British or Indian officer, the duplicate of these keys will be kept by the quartermaster.

Custody of  
Pouch  
Ammuni-  
tion.

The box will never be opened except in the presence of an officer and no ammunition may be issued from it except by order of a British officer or (on emergency) of the subedar major. The pouch ammunition consists of 20 rounds per rifle and 12 rounds per pistol. This will be kept in cotton pouches cut from the cotton bandoliers in pairs. The pouch ammunition will be checked by an Indian officer of the company once a week when he will report its correctness to the company commander, who will satisfy himself that it is correct and in good order and submit a report to the quarter master on the 1st of each month to this effect in the form given in appendix 2. Company commanders will see that the pouch ammunition is kept clean and that the chargers are not allowed to rust. Periodical alarm practices will be carried out by all companies to ensure the rapid issue of arms and ammunition.

Ammunition  
for detached  
duties.

119. Pouch ammunition will be issued for escorts and detached duties, but not for guards.

Ammunition  
for guards.

120. Ammunition for guards will be indented for from the quarter-master by the adjutant. It will consist of 20 rounds ball and 20 rounds buckshot ammunition per rifle and musket respectively. It will be kept in a locked box in the quarter guard, the key of which will be in possession of the guard commander, and will be issued to guards as required.

Pouch Am-  
munition  
not to be  
issued for  
practice.

121. Pouch ammunition and ammunition for guards will be changed once a quarter, the old being returned to the magazine.

The balance of service ammunition, other than pouch ammunition, will be kept in the magazine.

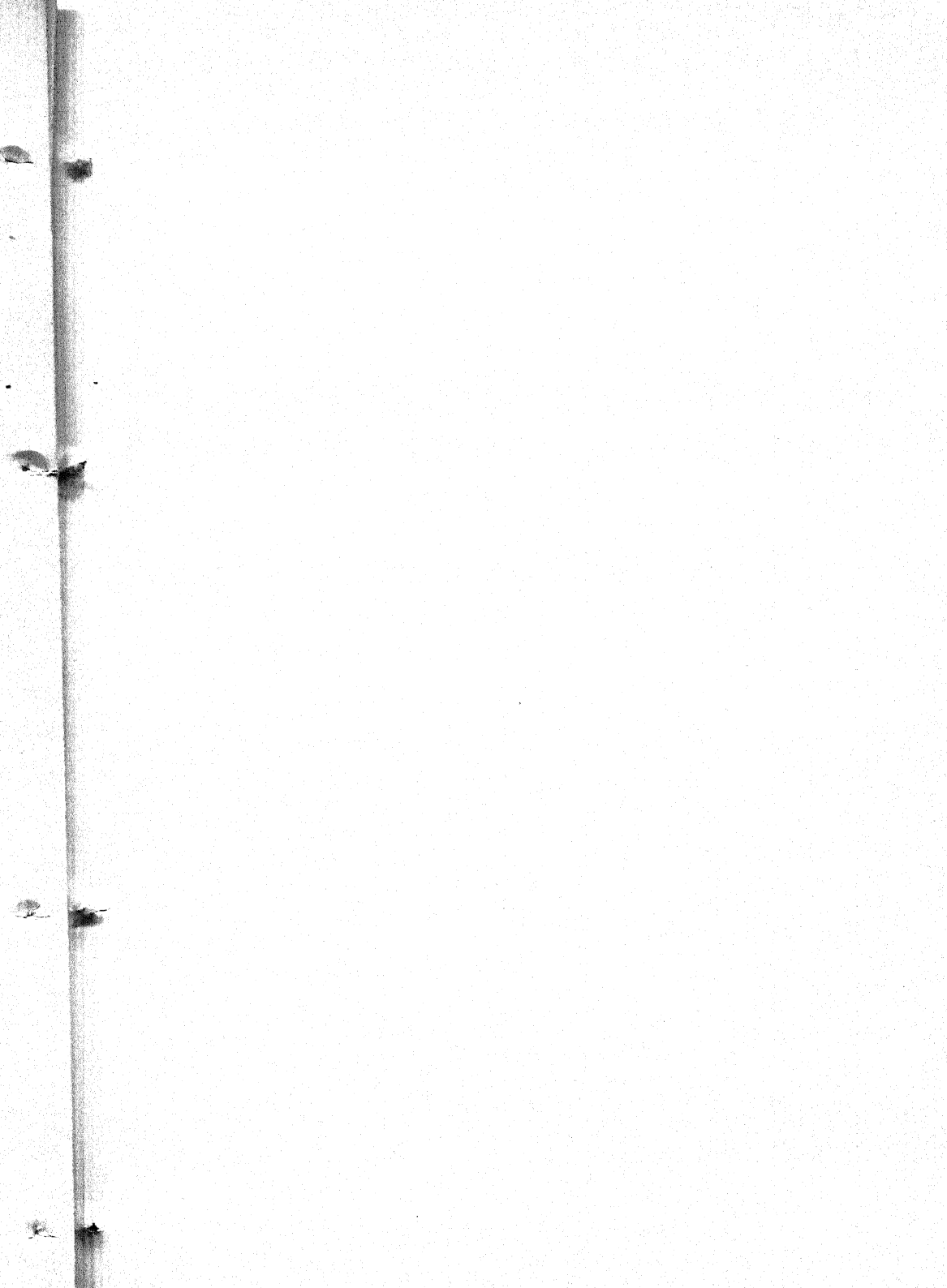
*(b) Practice ammunition.*

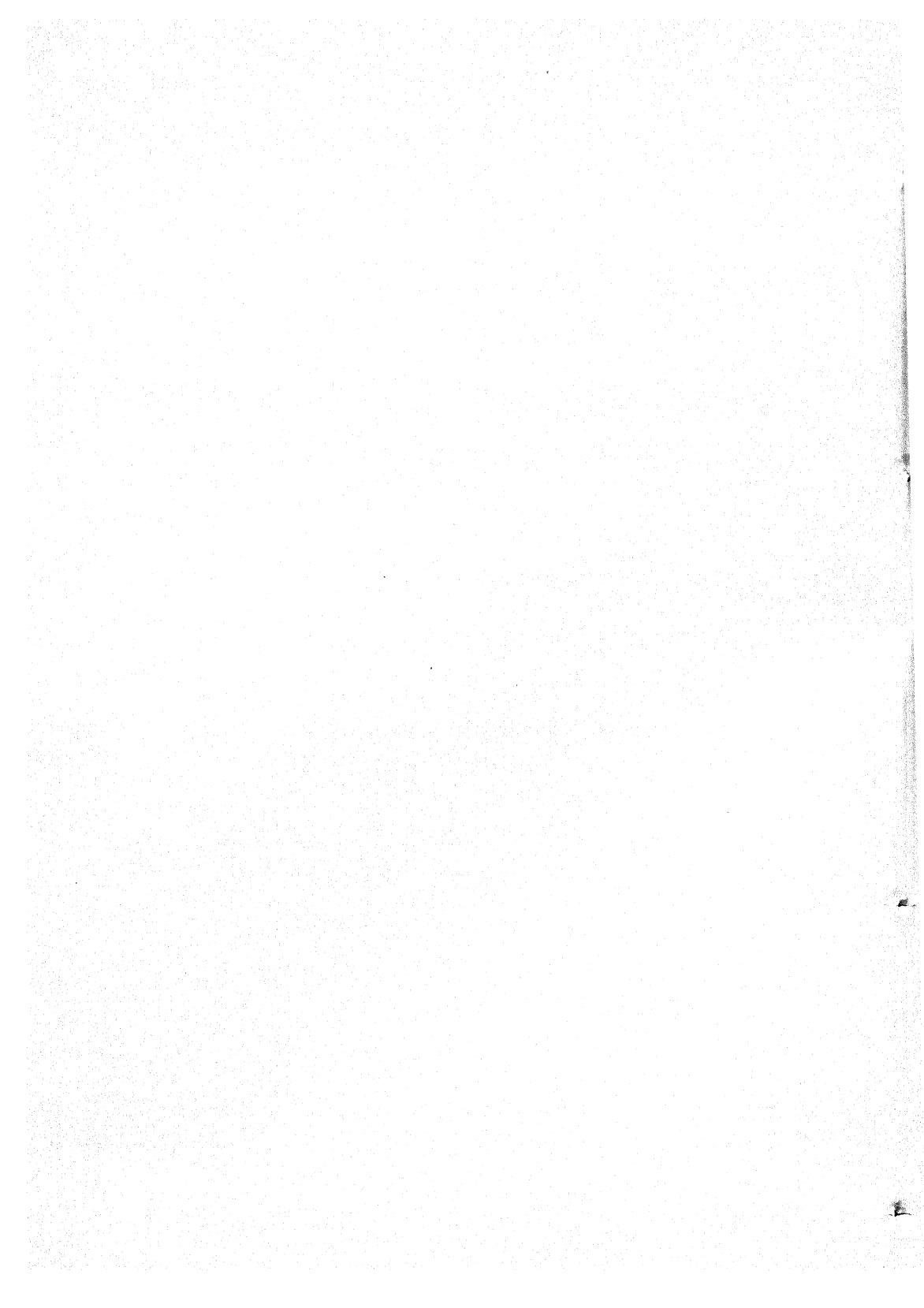
122. All practice ball ammunition is kept in the magazine. The quarter-master will keep a requisition book for ammunition in which all practice ammunition required from or returned to the magazine will be entered by the company commander or other officer requiring it, the entries being initialled by both company commander and quarter-master. The latter will neither issue nor receive ammunition until he has initialled the requisition.

123. Ammunition required for target practice will be drawn daily the day before required for and will be placed in the company kot overnight. It will be issued whenever possible in sealed boxes and the seals will not be broken until the firing point is reached. If ammunition has to be drawn from the magazine in open boxes (i. e. boxes without Arsenal seals, or with broken seals) the N. C. O. drawing the ammunition will satisfy himself that the number of rounds is correct and that each round is complete.

124. After practice any unexpended balance will be replaced in the kot if firing is to take place next day and will be credited in the next requisition. If firing is not to take place next day the







balance of unexpended ammunition will be returned to the quartermaster jemadar. Defective rounds should be returned at once and a note made as to the boxes from which such rounds were issued.

125. The company commander will enter in the quartermaster's requisition book the number of fired cases, and defective rounds returned. These will be handed over to the jemadar quartermaster who will check and pack them, keeping them in the quartermaster's stores overnight and replacing them in the magazine next day.

Fired cases.

126. After the conclusion of each day's practice, the officer superintending at the firing point will enter in the quartermaster's requisition book the number of rounds fired and number of cartridge cases collected. The quartermaster will initial the entry.

127. At the conclusion of the day's practice the officer superintending at the firing point will arrange for the collection of the lead lying on the surface. This will be handed over to the jemadar quartermaster who will weigh it and enter the amount in the requisition book, signing the entry.

Lead.

128. The jemadar quartermaster will arrange for digging over the face of the butts weekly for the further collection of lead, which will be entered in the requisition book.

129. For field firing the required number of rounds will be issued in the lines to each man, and on completion of the firing platoon commanders will inspect their platoons and see that each man has the correct number of fired cases and unfired rounds in his position, any deficiencies being at once reported to the company commander.

Field Firing.

(c) *Magazine.*

130. The keys of the magazine will be kept personally by the quartermaster at all times. The quarter guard commander will be

informed whenever the magazine is opened, and will test the locks when it is closed again.

131. A copy of the rules for storage of ammunition (I.A.F.G. 1097) will be hung up in the magazine. The quartermaster is responsible that these rules are adhered to.

**Dummy Cartridges** 132. Dummy cartridges will never be kept in the magazine, or in any box used for storage of ball ammunition.

*(d) Ammunition Accounts.*

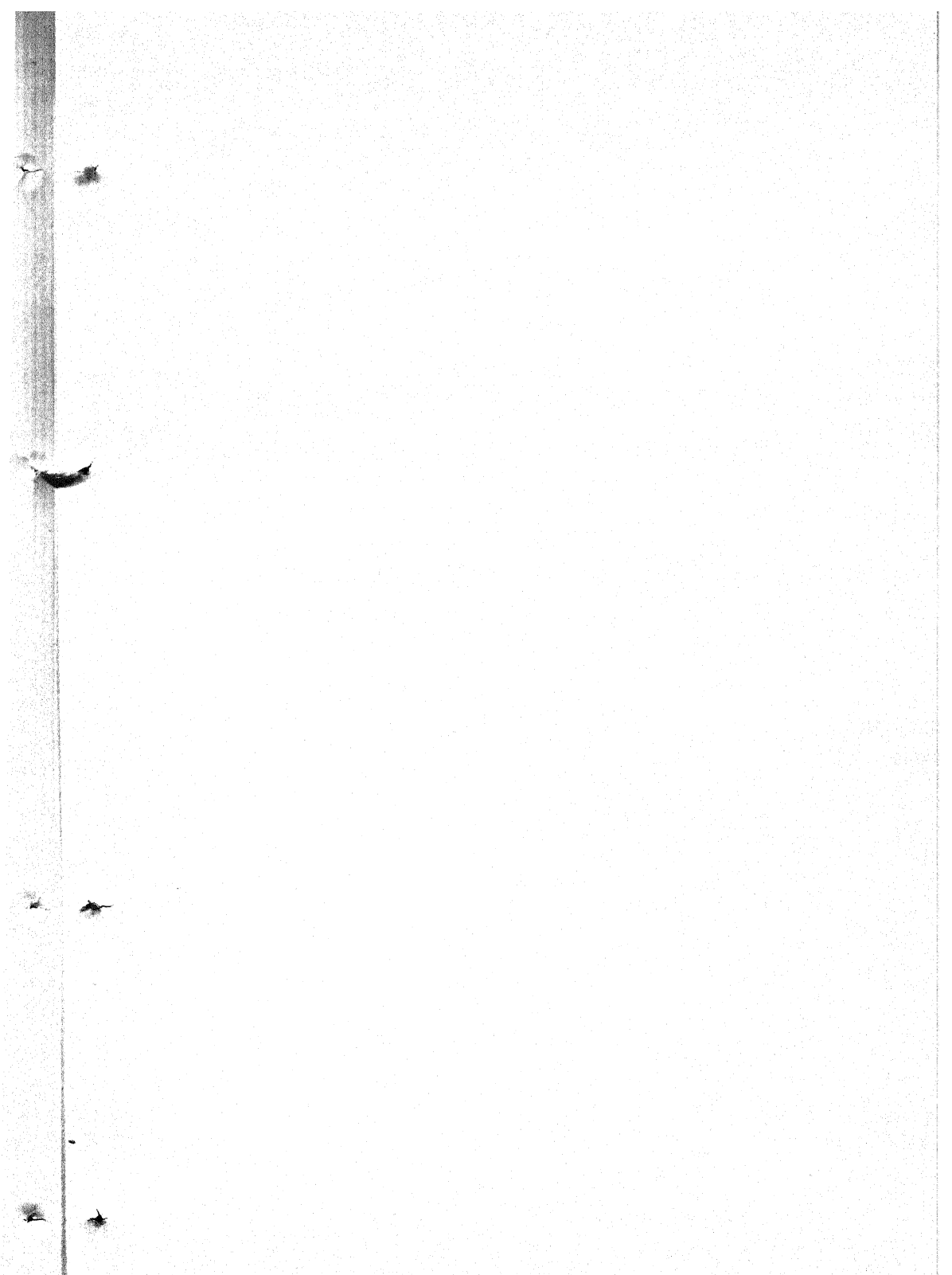
133. Company commanders and the adjutant will keep an account of all ammunition in their possession, and will forward it to the quartermaster, signed by them, on the last day of each month.

134. The quartermaster will balance the monthly statement of ammunition in possession of the battalion on the last day of each month, after the day's practice is completed and after expended rounds, fired cases, etc., have been returned.

*(e) On the march and in camp.*

135. Ammunition which has been issued to men will be in their sole charge on the march and at night but during the day will be in platoon charge, as described in para 116. Reserve ammunition will on the march be in charge of a guard always, and in camp in charge of the quarter guard.

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## XIII.—EQUIPMENT.

136. All equipment will be classified for convenience under the following heads :—

(i) Personal equipment.

(ii) Company equipment.

(iii) Regimental equipment.

The bulk of the above is supplied by the ordnance department, but regimental equipment will include various articles provided locally by the military works, supply and transport and other departments.

\*137. Personal equipment will consist of such articles as accoutrements. This is issued to individuals and is marked with the number of the battalion and of the individual to whom issued, who is responsible for its custody and that it is kept clean and in serviceable condition. Personal Equipment.

138. Company equipment consists of articles issued permanently to companies for their use. It will be marked with the number of the company as well as with the battalion mark. It is in charge of the company quartermaster havildar who will count for it to the company commander. Company Equipment

139. Regimental equipment consists of articles maintained by the quartermaster for the general use of the regiment, and will be marked with the battalion mark only. The quartermaster may issue certain articles of regimental equipment for permanent use of individuals, (e.g. armourers' tools), in which case the individual concerned will be responsible to the quartermaster for its proper custody and care. Regimental Equipment

140. The quartermaster will keep an account of all equipment in battalion charge, whether regimental, company or personal. He Equipment Account.

will keep separate equipment ledgers for each company. Company commanders will keep an account of all company and personal equipment in their respective companies. All issue of equipment to or receipts from companies by the quartermaster will be made on regular vouchers which will be signed by both quartermaster and company commander concerned.

\*141. Equipment will be considered as being in the charge of the individual to whom issued unless charge has been specifically made over to another individual and a receipt for it obtained from the latter.

Loss or damage to equipment.

\*142. Every individual in charge of equipment will be responsible for the safe custody of that equipment, and any loss or damage will have to be made good by him unless he can show that it was due to causes outside his control or to fair wear and tear. It is the duty of all ranks to prevent any loss or wilful damage being caused to regimental and company equipment as well as to their own.

Marking of equipment.

143. All company and personal equipment will be marked under battalion arrangements with materials supplied by the quartermaster. The latter will arrange for the marking of regimental equipment. None but authorised stamps and methods of marking are to be permitted (see Equipment Regulations)

Deposit of equipment of men going on leave, etc.

\*144. When a man proceeds on leave or furlough, or on any command or escort on which his personal equipment is not taken with him, it will be handed over to the company quartermaster havildar for storage, in the presence of the platoon commander who will see that a list of it is made out and will sign the list.

Packing Material

145. All packing material will be taken on charge and accounted for as equipment.

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## XIV.—CLOTHING &amp; NECESSARIES.

146. The rules regarding clothing laid down in clothing regulations will be strictly adhered to. It is the duty of all British officers to make themselves conversant with these rules.

147. An individual clothing account will be maintained by the platoon commander for every man in the platoon. This will show clothing, whether public or private and necessities in possession of the man and the date on which each article was issued to him. Each entry in the account will be supported by the man's signature or seal. This account will be maintained in addition to the company quartermaster havildar's account of all clothing passing through the company store

148. Each company commander will maintain an account of all public clothing on charge of his company, as laid down for equipment in paragraph 140.

149. All altering and fitting allowances, whether claimed from government on account of free issues, or from the men on account of renewals, will be paid to the master tailor by the quartermaster in accordance with instructions issued periodically by the commanding officer. In addition each Indian officer and man will be cut 9 pies monthly from his clothing allowance to cover the cost of repairs. This will be paid to the quartermaster for payment to the master tailor. The repair allowance will not be cut when a man is on leave, furlough, command, etc.

Marking and fitting and repair allowances.

150. Clothing, whether public or private, and necessities will be marked under battalion arrangements with the number of the battalion and the regimental number of the men, materials being provided by the quartermaster. Marking allowances will be credited to the quartermaster to defray the cost of materials and to pay the expenses of marking..

Marking.

151. It is essential that all similar articles of clothing should be marked in the same place, so that when the clothing is folded for kit inspection the mark will be exposed to view.

Cutting for  
Dhobi and  
Nai.

\*152. The monthly cuttings on account of "dhobi" and of "nai" will be as follows:—

Dhobi will vary according to local conditions in each station.

The amount realized will be credited to the dhobis concerned after first deducting the proportionate share of charges for hire of ghat, and payment of bullock men and "charsa" men. The amount so deducted will be placed in the quartermaster's cash account for payment to the cantonment magistrate.

*Nai*—3 annas per Indian officer and man, all ranks. The whole of this will be paid over to the company "nais".

Fitting of  
Clothing.

153. Company commanders will personally inspect the fitting of all articles of clothing issued to Indian ranks in companies, particular attention being paid to the fitting of boots. They will see that boots are kept well dubbed and that both pairs issued are taken into wear.

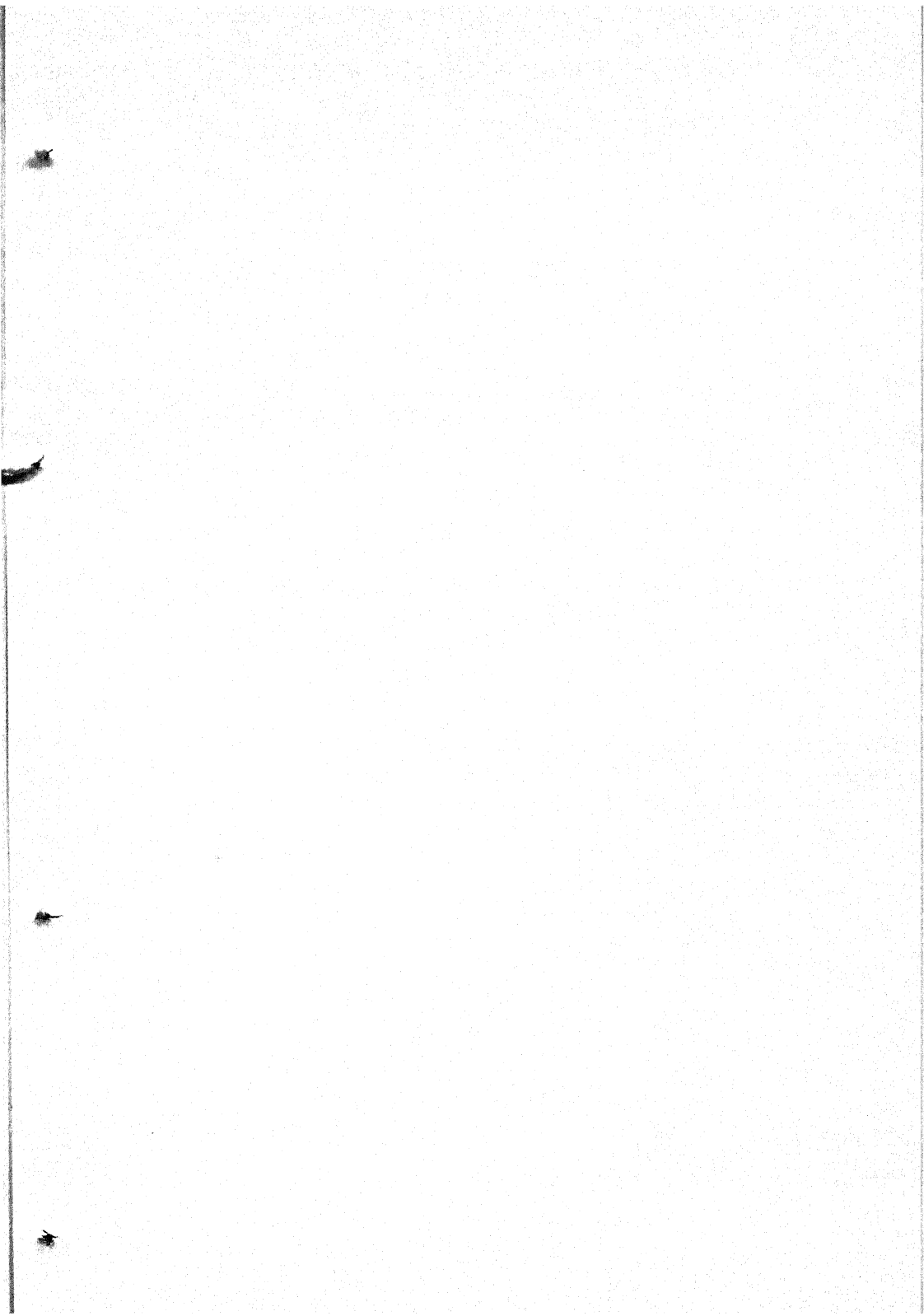
Wearing of  
Clothing.

\*154. All British and Indian officers are responsible that the men are taught that the good name of their regiment depends on their general bearing and turn out not only in uniform but also when wearing plain clothes. The pagri must be neatly tied and no excuse will be accepted for wearing dirty clothes. Sepoys leaving the lines in plain clothes must wear a pagri.

The only articles of uniform which may be worn with plain clothes are the pagri, and in wet or cold weather, the great coat. Government boots will not be worn in plain clothes.

Men going  
on leave.

\*155. When any man goes on leave he will hand over his uniform to the company quartermaster havildar who will make a list of it, which will be signed by the platoon commander, and deposited with the clothing.





\*156. When any man is admitted to hospital, the section commander will hand over his clothing to the company quartermaster havildar, who will proceed as in the preceding paragraph. Men admitted to Hospital.

157. When any man dies or is discharged a full inventory of his clothing will be made by the company quartermaster havildar in the presence of the platoon commander, or in his absence, an Indian officer of the company, who will sign the inventory. The company commander will issue orders for its disposal in accordance with regulations. Men who die or are discharged.

158. Indian officers will ensure that all regimental distinctions are removed from condemned clothing before it is disposed of, and that the condemnation mark is placed on it by the regimental quartermaster havildar. Condemned clothing.

## XV.—RATIONS AND MESSING.

Rations.

159. All articles of free government rations will be taken into store and issued to companies by the jemadar quartermaster.

Company quartermaster havildars will keep an account of all receipts of ration articles received by them from the regimental quartermaster havildar.

In the event of any articles being received short or in bad condition the jemadar quartermaster will at once report to the quartermaster.

160. Government rations are issued for daily consumption by the men of the battalion. They are not to be saved up in companies and any rations which are not consumed will be deducted from the next requirements of the company concerned

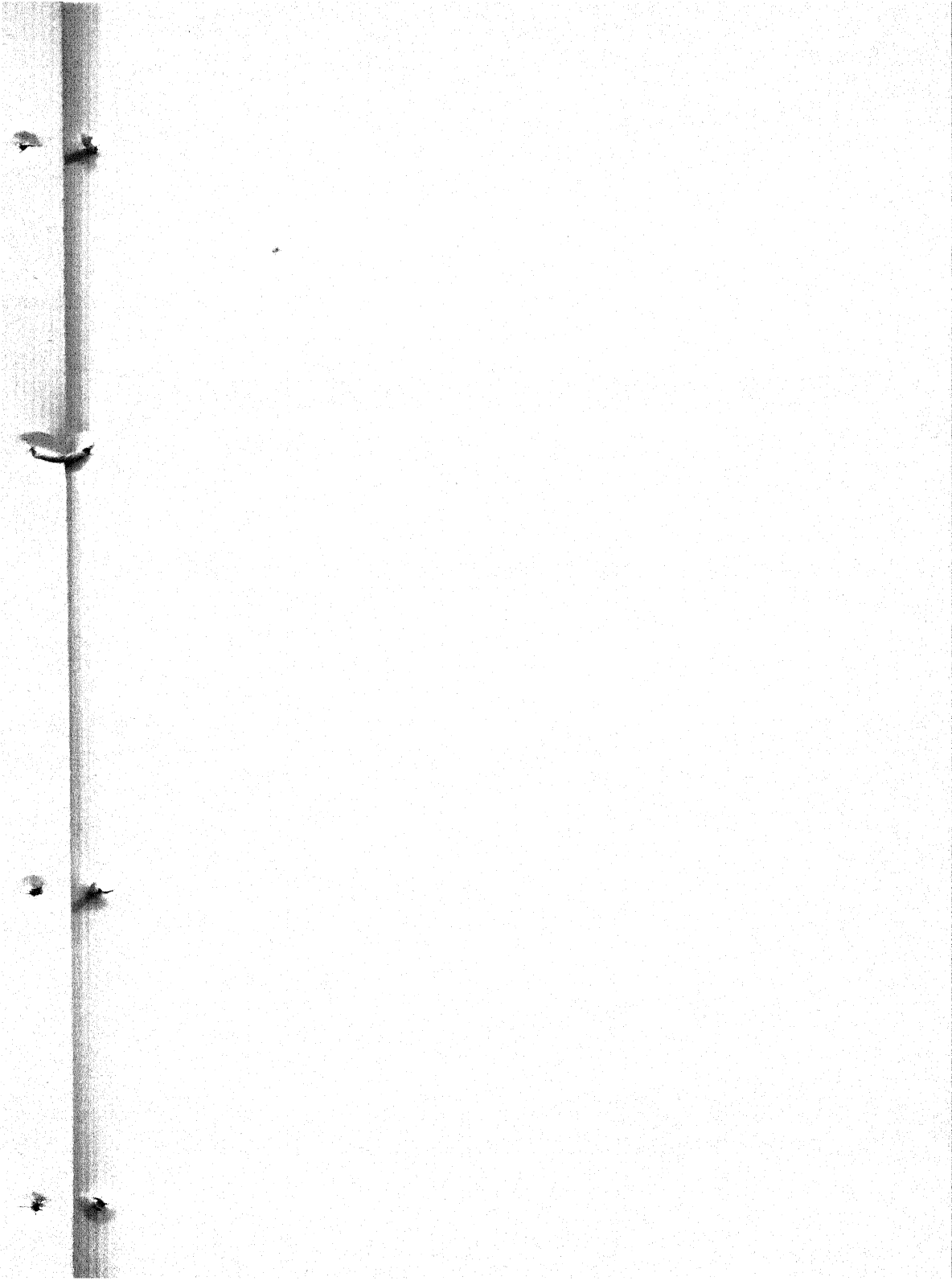
The sale of articles of government rations or other misapplication for the purpose of feeding unauthorised persons is strictly prohibited. Any infringement of this order will render the offender liable to trial by court martial.

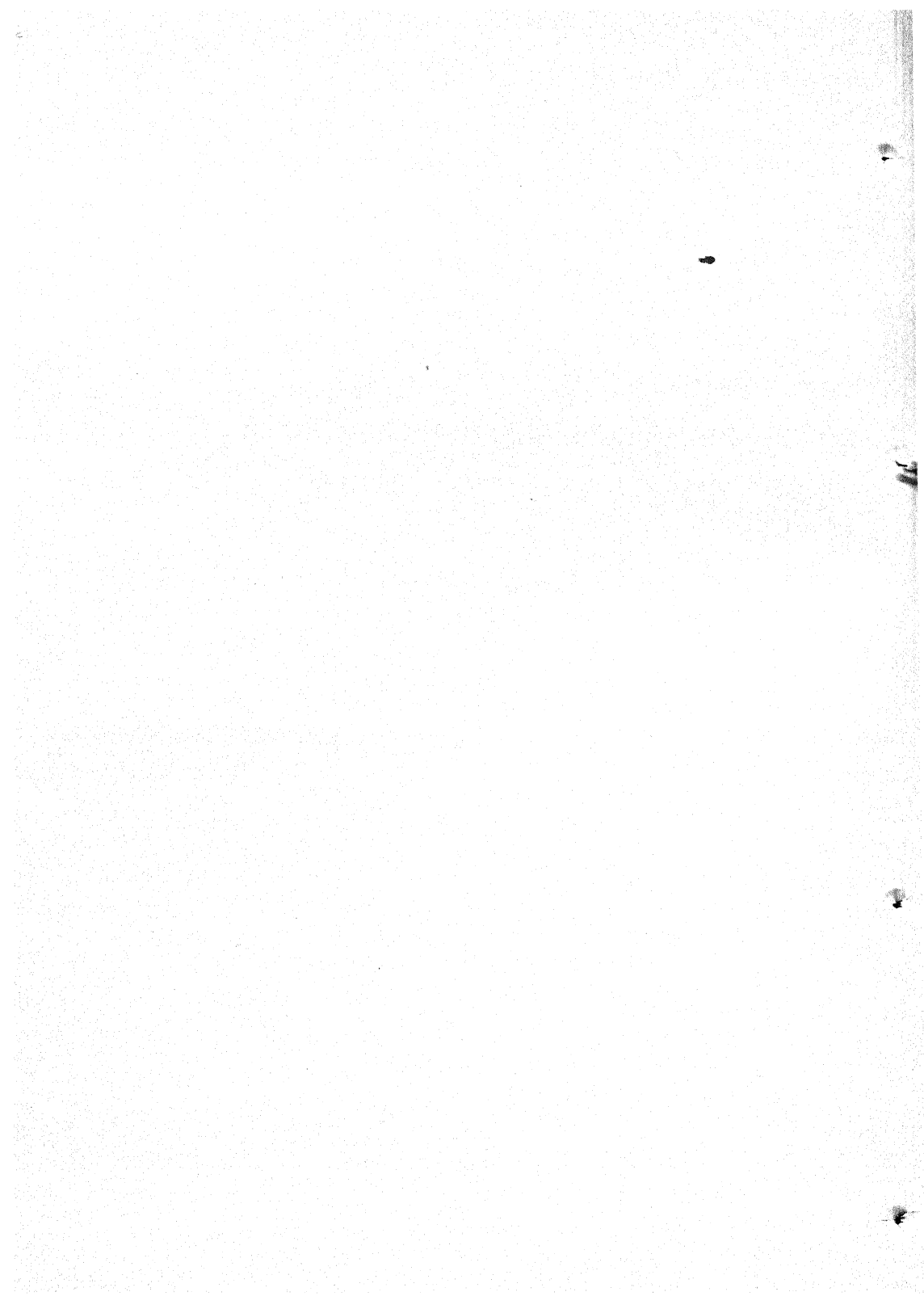
Extra  
Messing  
Allowance.

\*161. The extra messing allowance of 10 annas per man will be expended under the orders of the Indian officers of the companies. At the end of each month they will draw up their schemes for its expenditure for the ensuing month, and these schemes will then be shown to the company commander concerned for its approval. The accounts of expenditure will be kept by the Indian officers and will be shown to the company commanders for initial at the end of each month. They will be shown to the commanding officer at book inspections.

The accounts of expenditure of extra messing allowance will be explained to all men of the company by Indian officers at pay parades.







## XVI—QUARTERMASTER'S DEPARTMENT AND TRANSPORT.

*Line Committee.*

162. A standing regimental committee, composed of the subedar-major as president, and one Indian officer of each class enlisted in the regiment as members, will be detailed in orders on the last day of every month, for the ensuing month. Should an Indian officer of any class not be available the senior N. C. O. of the class present will be a member.

Its duties are as follows :—

- (1) To supervise all purchases and sales for the battalion and see that receipts for purchases are taken and filed.
- (2) To watch 'nerrick' rates, supervise the regimental bazaar and check the prices of articles sold therein.
- (3) To assist the quartermaster in the supervision of battalion workshops, and to regulate the prices of articles made in them whether for the use of the battalion or for private sale.
- (4) To assist the quartermaster in supervision of the lines.
- (5) To investigate all matters regarding the interior economy of the battalion which may be laid before it.
- (6) They will be present when any package received by the quartermaster is opened.

163. No man is allowed to enter any of the battalion work-<sup>Workshops,</sup> shops by himself and no orders may be given by any man to one of the battalion artificers or tradesmen except through the quartermaster havildar or company quartermaster.

Battalion artificers and tradesmen may not undertake any extra regimental work except with the approval of the quartermaster obtained through the line committee. All bills for private works must be submitted through the quartermaster. Work carried out for the officers' mess and Indian officers' club is private work.

Armourers'  
Shop.

164. No repairs to arms may be undertaken, without previous report to the company commander concerned.

165. The armourer havildar will obtain all component parts of arms he may require from the jemadar quartermaster to whom all broken or unserviceable components will be returned.

166. In the event of any heavy regimental work being necessary such as browning, stripping or repairs to rifles, the armourer havildar will ask the quartermaster for such fatigue parties as may be required to assist him.

Carpenters'  
Shop.

167. Two battalion carpenters will receive monthly allowances of Rs. 10/- and Rs. 8/- respectively for work carried out in the battalion. This will be paid from the carpenters' workshop fund. 20% of the actual cost of materials used will be charged for all work done by the carpenters. This 20% will go to the carpenters' workshop fund, the carpenters only being paid the actual cost of the materials used. The percentage charged for work done is liable to alteration as necessity arises.

Bootmakers'  
Shop.

168. Material provided from the quartermaster's stores for repairs and for making shoes will not be used for any other purpose.

Tailors' Shop.

169. All materials, garniture, etc., required by the tailor for making up government clothing must be obtained from the quartermaster's stores. These materials may not be utilised for any other purposes. Materials for fitting and repairs will be provided by the tailor, the cost being covered by the cuttings from men's clothing allowances on this account.





170. The Indian officers' club will be supervised and administered by a committee of 3 Indian officers under the presidency of the subedar major. Of the other two, one will be a subedar and one a jemadar, who will be selected from different companies and classes. The composition of the committee will be detailed in regimental orders.

Indian  
Officers' Club

The Indian officers will pay the following monthly subscription towards the upkeep and maintenance of the club, and provision of light, newspapers, etc:—

Subedar major	... Rs. 10
Subedars	... Rs. 6
Jemadars	.. Rs. 4

This subscription may be increased or decreased from time to time at the discretion of the commanding officer.

The accounts of the Indian officers' club will be kept by the committee, and will be shown to the commanding officer at book inspections. The funds may be placed in the regimental treasure chest in a separate locked box but will not be brought on to the treasure chest books.

171. The regimental bazaar will be under the control of the quartermaster. Such tradesmen in the bazaar as may be sanctioned by the commanding officer will be registered by the quartermaster and will pay rent for their quarters in accordance with a signed agreement. These tradesmen will be placed on contract, which will be drawn up by the quartermaster.

Bazaar.

They are liable to be fined for breach of contract, and also for any breach of discipline, damage, etc.

## XVII.—CARE &amp; SECURITY OF LINES &amp; PROPERTY.

Regimental  
Police.

172. The regimental police consists of one provost havildar and 3 sepoys, and in addition 4 sepoys who will be changed monthly. None but old soldiers of good character are to be selected for this duty. They will always wear the regimental police badge when on duty.

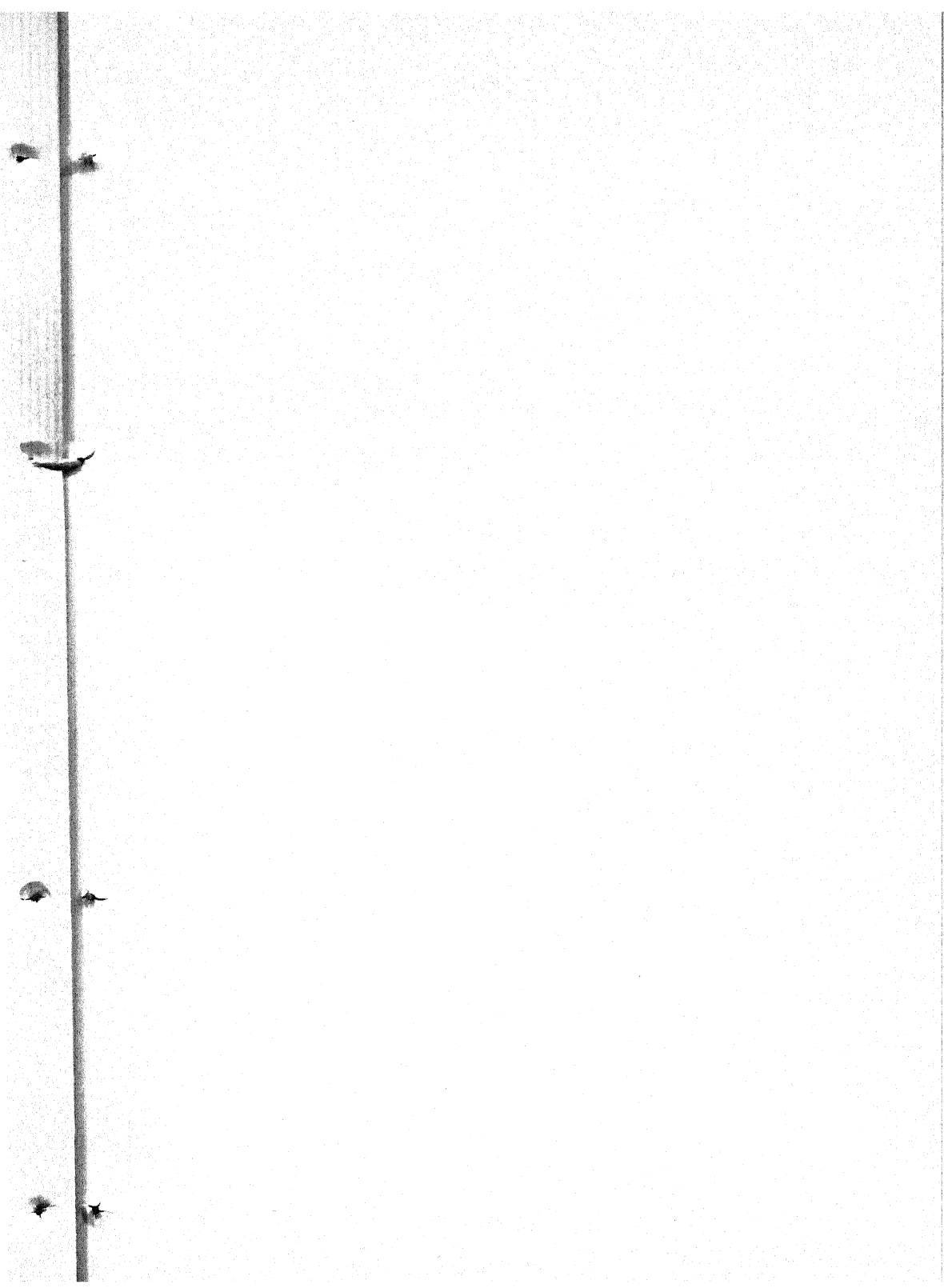
Strangers  
and Visitors.

\*173. No fakirs, mendicants or unauthorised strangers will be permitted to enter the lines at any time. It is the duty of all ranks to prevent this.

\*174. The rules for authorised strangers and visitors coming to the lines are as follows :—

- (i) If the friend of an Indian officer, he may, with the permission of the company commander concerned, remain in the Indian officer's quarters.
- (ii) If the friend of a non-commissioned officer or sepoy, a report will at once be made to the platoon commander and to the company havildar major. The latter will obtain the permission of the senior Indian officer of the company concerned for them to remain in the lines. This permission will be granted or refused at the Indian officer's discretion.
- (iii) When permission has been granted the Indian officer who gave permission will inform the Indian officer of the day, and the company commander. The Indian officer of the day will inform the subedar major.
- (iv) When an authorised stranger leaves the lines similar reports will be made.







- (r) No women, other than married women for whom quarters are authorised, are to be allowed to enter the lines.

175. No Indian officer, non-commissioned officer, sepoy or <sup>Married Quarters</sup> follower, public or private, is permitted to bring his family to the lines except with the previous sanction of the company commander concerned. The married quarters in the lines will be allotted to companies. Each company commander will maintain a register of married quarters allotted to him, showing their occupants. He will maintain a roster for men asking for married quarters, and if any man coming to the top of the roster refuses the quarter when a vacancy occurs the vacancy will be passed to the next man.

Any man wishing to bring his family to a married quarter in the lines will previously sign a certificate in the form given in the Appendix III to the effect that he will be prepared to let the medical officer in charge of the battalion visit and examine any members of his family if necessary for the purpose of diagnosing disease.

Married families living in the lines must abide by all orders of the battalion as regards sanitation, epidemics, etc. The commanding officer may order one or all of the married families to be removed if he considers it necessary.

No man has a right to retain a married quarter for more than six months at a time.

No man except a married man with his family present is allowed to visit the married quarters without permission from the subedar major.

No man is to be permitted to proceed on leave unless he takes his family with him without the special permission of the commanding officer.

176. Neither of the forbidden animals may be killed within <sup>Discipline-</sup> the limit of the lines, bazaar or camps.

\*177. It is the duty of all ranks to see that lines are kept clean in the interests of the health of the battalion. No rubbish or kitchen refuse is to be placed anywhere except in the authorised receptacles, and care must be taken that refuse is thrown outside these. All refuse receptacles will be provided with covers which must be placed on them at all times.

All spitting in barrack rooms is to be rigorously checked, as also spilling of water or particles of food and throwing cigarette ends, matches, etc., about the floors of barrack rooms.

No food is to be brought to or consumed in the barrack rooms.

\*178. No animals or poultry are to be kept in the lines except in authorised places, and are never to be taken into barrack rooms.

\*179. Immediately after "reveille" all beddings will be neatly rolled up at the heads of beds, charpoys, etc., and these are not to be unrolled until after 10-30 hours except in cold or inclement weather. Windows and doors of living rooms will similarly be opened for an hour after reveille and before retreat except in very cold or inclement weather.

Every Sunday everything in the living room will, under the supervision of Indian officers of companies be removed outside and all beddings thoroughly aired, both floors and walls of the barracks at the same time being thoroughly cleaned. Should the weather be unfavourable on Sunday, this will be done on the first fine day after it.

Line Sentries. 180. Two sepoy will be told off each day to each barrack as line sentries under company arrangements.

One of these must always be present in the barrack room, during the day to look after the property of the men. They will be excused all other duties for the day and need not wear uniform. At night each company will tell off a line guard of one non-commissioned





officer and three sepoys to look after the company area.

All bundles or boxes containing the property of absentees will be examined and aired, but not opened, once a fortnight under company arrangements.

181. In the event of any man finding any property, however valueless it will be his duty to take it to the Indian officer of the day who will have it hung up in the quarter guard. Should the owner claim it, it will be made over to him at orderly room, provided he proves his claim.

182. When any man proceeds on command, furlough, leave, etc., he will make over the whole of the personal property which he leaves behind him to the company quartermaster havildar in the presence of an Indian officer, who will see that a list of it is made out and signed. Disposal of property of men going on leave, etc.

183. Should any man die or not return, this property will be auctioned in the presence of an Indian officer of the company the pay havildar recording the transactions and the pay naik acting as auctioneer. The proceeds will be handed over to the company commander for credit to the man's estate. Case of death etc.

184. Whenever a company quartermaster havildar makes over charge to another man, all bundles will be opened in the presence of an Indian officer and the contents will be checked with the lists contained in them. Making over charge.

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## XVIII.—COMPANY FOLLOWERS, COMPANY SERVANTS, ETC

Company  
Servants.

185. The following servants will be entertained in each company, who will be paid from men's clothing allowances :—

1 dhobi.

1 nai.

186. The provost havildar will maintain a roster for regimental duty for sweepers and bhisties. Not more than one of each class will be taken from each company at the same time.

These duty followers will perform all duties in the battalion outside the companies. The number required for such duties will be decided by the quartermaster.

Making over  
washing to  
Dhobis.

187. All clothes to be washed are to be made over to section commanders, who will make a list of them and will hand them over to dhobi, reporting to platoon havildars at the time. After washing them the dhobi will return them to section commanders, who after seeing that they are correct, will return them to their owners, reporting to platoon havildars again. Any discrepancy in the number or quality of the articles returned is to be brought to the immediate notice of the platoon havildar. Direct transactions between the dhobi and the men of the company are strictly forbidden.

Three washings will be delivered each month on the 10th, 20th and last day of the month.

188. A man present for 21 days will pay cuttings for dhobi and nai as for the full month. If present for 10 days but less than 21 days he will pay for half a month. If present for less than 10 days he will pay nothing.







## XIX.—CARE OF MONEY, LOANS, &amp;c.

\*189. No man is permitted to keep in the lines or about his person large sums of money. All sums above Rs. 10 which cannot be remitted to a man's home will be placed for safety in the regimental treasure chest.

Money not  
to be kept in  
a man's  
possession.

The practice of making deposits with banias or others belonging to or attached to the battalion is strictly forbidden, except, under special circumstances, for one night, with the sanction of the Indian officer concerned who will report next day to the company commander.

\*190. Gambling of any description is absolutely forbidden.

\*191. All ranks are forbidden to engage in trade nor may they engage in any transaction which will make one party indebted to the other, except with the permission of the commanding officer.

\*192. Borrowing money from comrades or from any one in the battalion is prohibited; and men are strictly forbidden to entrust money to comrades going on leave to convey to friends, or for any other purpose; nor may they receive money on trust without permission from their company commander.

Borrowing  
money not  
permitted.

All banias employed in the battalion will be required to deposit Rs. 200 as security that they will not lend money to any one in the battalion without the written permission of the commanding officer, and they will sign a stamped paper to the effect that any infringement of this order will render them liable to forfeiture of the whole or part of the above-mentioned security as the commanding officer may direct.

Advances  
when on  
leave.

\*193 All ranks are strictly forbidden to obtain advances from any one (government officials or otherwise) whilst on leave or furlough. If an advance is absolutely necessary, application must be made to the battalion headquarters.

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to

## XX.—PAY.

194. The various orders regarding pay are contained in the pamphlet "Instructions for the payment of Indian troops". These will be strictly adhered to by company commanders.

195. The actual procedure for disbursement of pay to the men will be as follows :—

As soon as the monthly cheque for the payment of each company is received from the C. M. A., the company commander will deposit it in the regimental treasure chest, giving the treasure chest cashier a red cheque on his company cash account for the amount. The adjutant will then publish a regimental order in the following form:—

"The pay of the battalion for the month of... .....has been received, and the first payment (or second or third payment, as the case may be) will be issued to-morrow (or on.....day)".

The actual payment will be made by an Indian officer of the company, who will explain to each man how his pay for the month is arrived at, and the reasons for the various deductions. Each man will then sign the acquittance roll in the pay and mess book or affix his seal thereto.

The same day, after the men have been paid, the company commander will hear the pay reports of the company and will sign the pay and mess book.

Any undisbursed pay will be replaced in the regimental treasure chest.

196. Allowances due to company servants, dhobis, nais, etc., will be paid to them at the same time that pay is disbursed to the men, their signatures being taken in the presence of the company commander.

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## XXI—TREASURE CHEST AND ACCOUNTS.

Treasure  
Chest  
Committee.

197. The regimental treasure chest is in charge of a committee of three officers as follows :—

- (a) President of committee, who will be 2nd-in-command.
- (b) Accounts officer (see para 33).
- (c) Cashier, who will be the subedar major or I. O. acting for him in the absence on furlough or leave.

198. The president of the R. T. C. committee will arrange for it to check the money in the treasure chest at uncertain periods.

199. The accounts officer's duties are detailed in para 33.

Whenever the treasure chest is checked by the committee he will draft a note to the effect that the money in it has been counted and found correct, and will pass it to the adjutant for publication in regimental orders.

200. The cashier of the treasure chest will at all times keep the keys in his possession, and he alone is authorised to cash cheques and receive deposits.

201. The treasure chest will be opened for cash transactions daily from 12-00 to 13-00 hours. All cheques to be cashed must be handed in to the cashier before 12-00 hours.

202. The cashier of the regimental treasure chest will take the cash book after each day's transaction to the accounts officer, who, after comparing it with his own cash book, will initial the statement of the balances of cash in hand.

## Cheques

203. No money can be deposited in, or withdrawn from the treasure chest except by a cheque made out on the authorised form. These cheques will be prepared by the officer in charge of the fund in his own handwriting and signed by him. None of these cheques can be made payable to any one outside the battalion.

Expenditure cheques (black) when cashed will be endorsed by the payee. The payee will also sign for the amount received in the cashier's cash book. No endorsement to another person is permitted.

In the event of a paper transfer of money from one fund to another, the officer in charge of the debtor fund will prepare a black cheque and the officer in charge of the creditor fund will prepare a red cheque. Both cheques will be crossed by the officer preparing them, and the officer in charge of the creditor fund will endorse the black cheque.

Cheques when negotiated will be kept for three months after Form 'A' has been signed by the commanding officer and will then be destroyed.

Officers in charge of funds when cancelling a cheque will carry on the number of the cancelled cheque to the next one issued. Whenever money is deposited in the regimental treasure chest on a red cheque, the cashier will furnish a receipt and the number of the receipt will be noted on the counterfoil.

Maximum  
cash allowed  
in R.T.C.

204. Not more than Rs. 3,000 cash may be kept in the regimental treasure chest. This is exclusive of money deposited on account of the Indian officers' club (see para 171).

When any sum of money exceeding Rs. 1,000 is to be drawn from the treasury the cashier will apply to the adjutant, who will detail a suitable escort under an Indian officer.





205. The following funds will be kept in the battalion :—

- |                                    |  |
|------------------------------------|--|
| (i) By the adjutant :—             | Adjutant's cash account.<br>Office fund.<br>Training grant fund.<br>School fund.<br>Regimental fund.<br>Band fund.<br>Silver bugle fund.   |
| (ii) By the quartermaster :—       | Lead and cartridge fund.<br>Bayonet fighting fund.<br>Transport fund.<br>Charpoy fund.<br>Petty store fund.<br>Quartermaster's cash account.<br>Rifle club fund.<br>Sports fund.<br>Carpenters' workshop fund. |
| (iii) By each company commander :— | Company cash account.<br>Company messing fund.<br>Company sports fund.   |
| (iv) By the mess secretary :—      | Mess fund.<br>Mess store fund.<br>Newspaper fund.<br>Entertainment fund.   |

206. All funds will be balanced at the end of the month by the officer in charge of them, who will sign the balances in the fund books and will initial their balances in the Form 'A'.

A balance sheet for each fund will also be drawn up monthly and this will be signed by the officer in charge of the fund in the fund account book.

207. In the event of any regimental money being placed in deposit with any bank, or in the event of any government securities being purchased, the interest will be credited to the different funds in proportion to their respective balances.

208. The rifle club fund exist with the object of encouraging rifle shooting in the battalion and for the purpose of providing travelling expenses for battalion teams, prizes, etc. The monthly rates of subscriptions are as follows :—

<i>British Officers :—</i>			Rs. a. p.		
Colonel or Lieut.-Colonel	...	...	...	0 14	0
Major	...	...	...	0 12	0
Captain	...	...	...	0 10	0
Subaltern	...	...	...	0 8	0

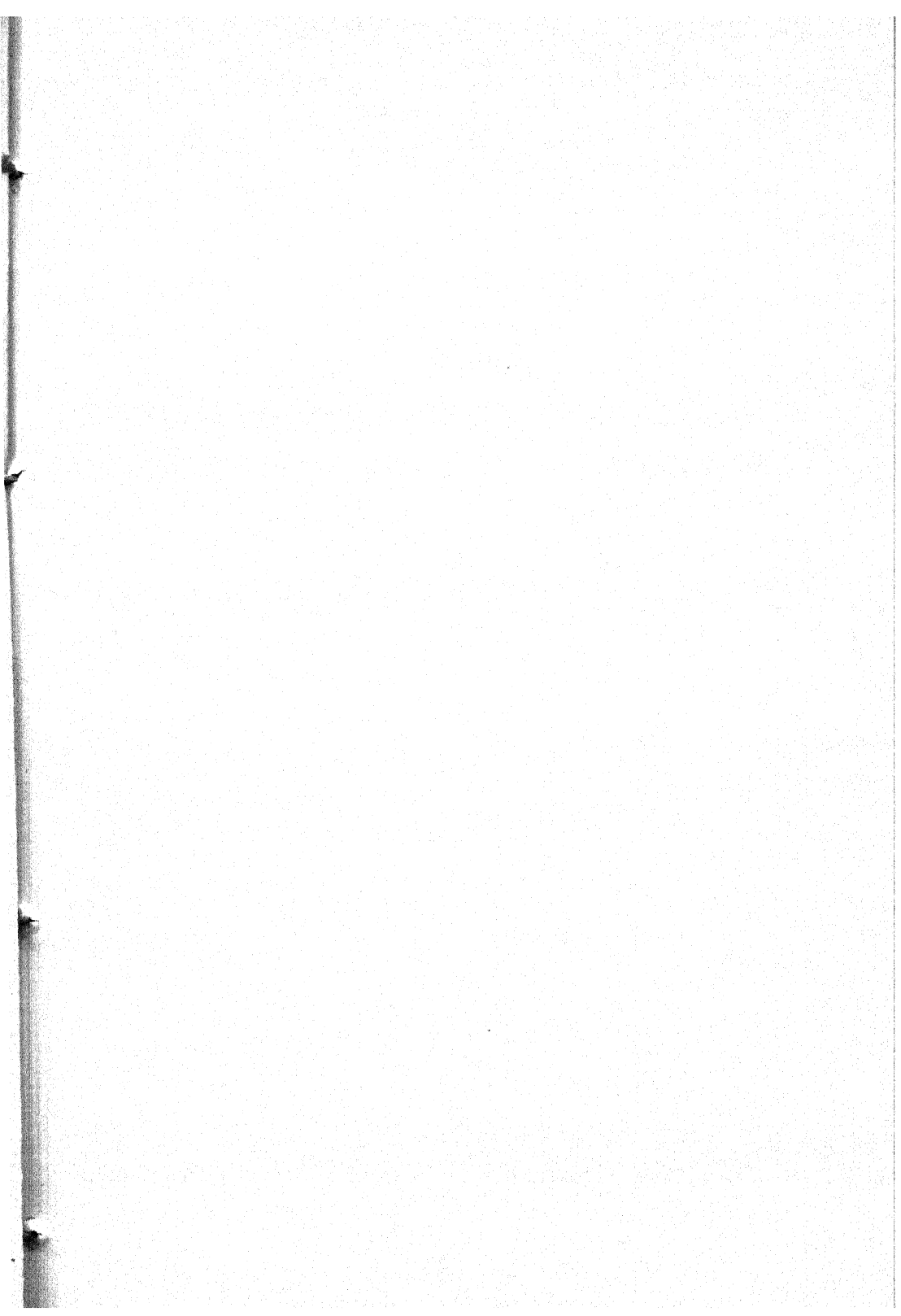
<i>Indian Officers :—</i>			Rs. a. p.		
Subedar major	...	...	...	0 4	0
Subedar	...	...	...	0 2	0
Jemadar	...	...	...	0 1	0

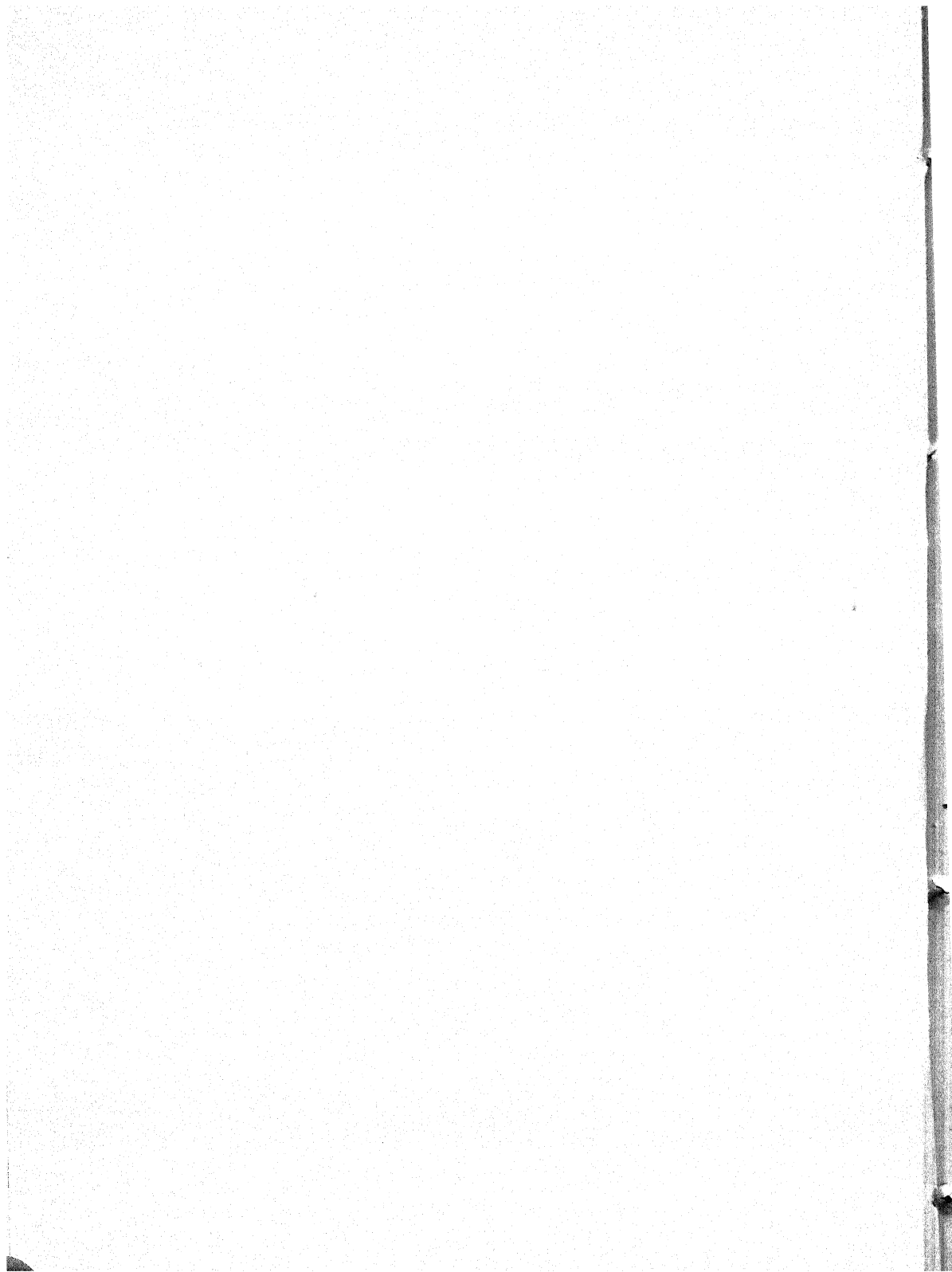
<i>Non-commissioned officers :—</i>					
Havildar	...	...	...	0 0	3
Naik	...	...	...	0 0	2
Sepoy	...	...	...	0 0	1

208. (a) The sports fund exist with the object of encouraging games in the battalion and for the purpose of providing equipment for games, travelling expenses for battalion teams, prizes, etc. The monthly rates of subscriptions are as follows :—

<i>British Officers :—</i>			Rs. a. p.		
Colonel or Lieut.-Colonel	...	...	...	3 0	0
Major	...	...	...	2 8	0
Captain	...	...	...	2 0	0
Subaltern	...	...	...	1 8	0







*Indian Officers :—*

			Rs.	a.	p.
Subedar major	...	...	...	1	0 0
Subedar	...	...	...	0	12 0
Jemadar	...	...	...	0	8 0

*Non-commissioned officers :—*

Havildar	...	...	...	0	3 0
Naik	...	...	...	0	2 0
Sepoy	...	...	...	0	1 0

209. Every officer and man in the battalion will pay a monthly subscription to the regimental fund. That for British officers will be charged through monthly statement of subscriptions; that for Indian officers and men will be cut from monthly pay. The rates of subscription are :—

British officers	...	1 rupee.
Indian officers		2 annas.
Non-commissioned officers	...	9 pies.
Sepoys	...	6 pies.

210. The following are the regular regimental allowances authorised to be paid from the various funds :—

*From regimental fund :—*

To transport havildar	Rs. 5.
To paid lance naik performing duties of transport havildar, in addition to pay of appointment.	Rs. 2.
To each of 36 sepoy for each month in which they actually perform the work of mule drivers, annas 8.	Rs. 18.
To the senior cook	Re. 1.
To the senior bhisti	Re. 1.
To the senior sweeper	Re. 1.
To the cashier of the R.T.C.	Rs. 5.

To the armourer havildar for the repair of saddlery	Re. 1
To the senior mochi for the repair of saddlery	Re. 1
To the quartermaster's storeman for care of targets	Re. 1
Total	... 34

All payments other than the above, and other than the regular monthly payments from the band, mess and mess store funds, must be sanctioned by the commanding officer.

Polo Passage  
fund.

211. A fund called the polo fund will be kept up by the British officers, to enable them to obtain advances without interest to purchase ponies and chargers and to provide passage money.

The rate of subscription will be Rs. 5 per mensem.

When the balance in the fund is sufficient, the monthly subscription may, at the discretion of the commanding officer, be reduced to Re. 1 per mensem.

The amount to be advanced to any officer will be settled by the commanding officer according to circumstances.

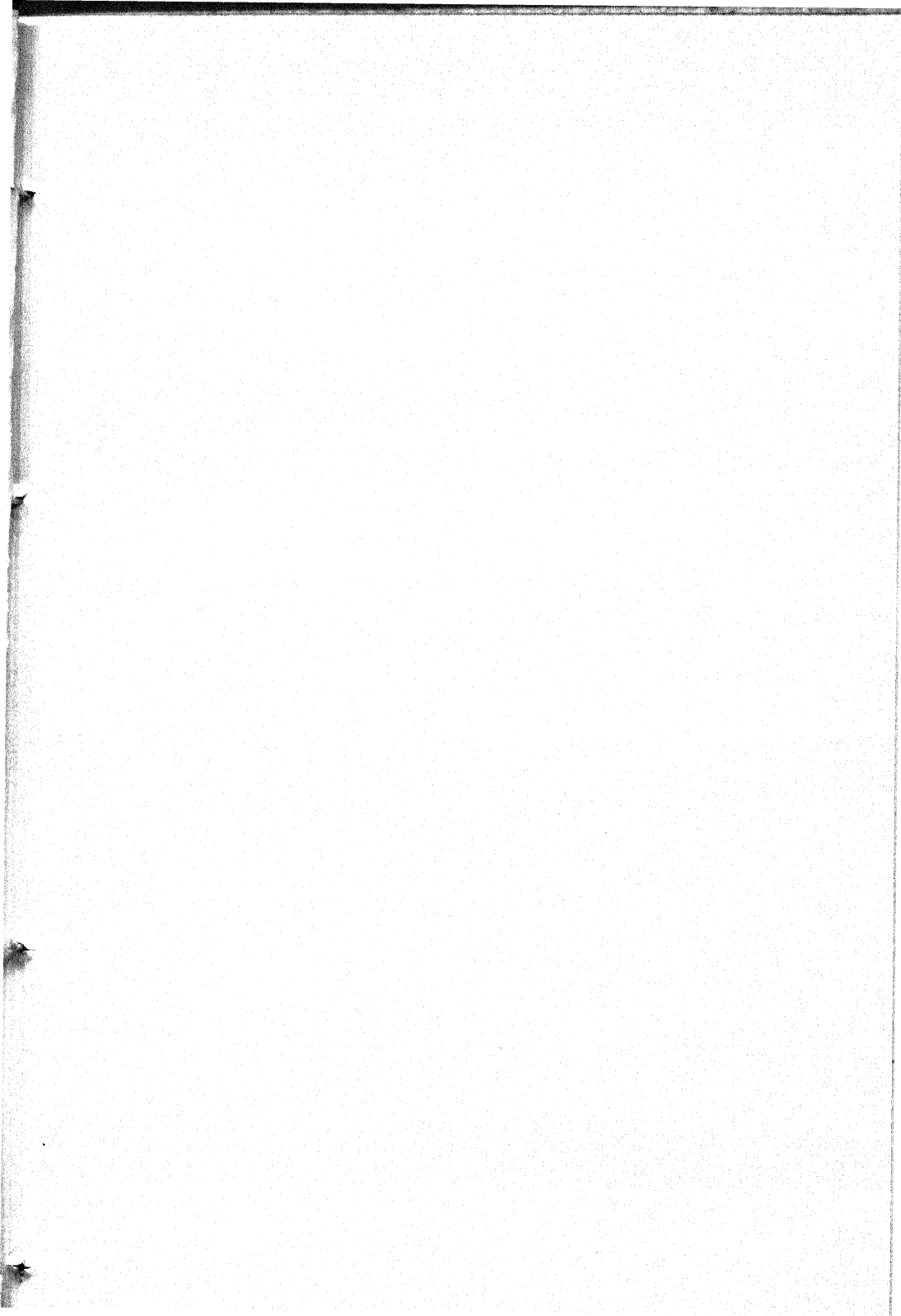
Advances will be recovered through mess bills by monthly instalments as under :—

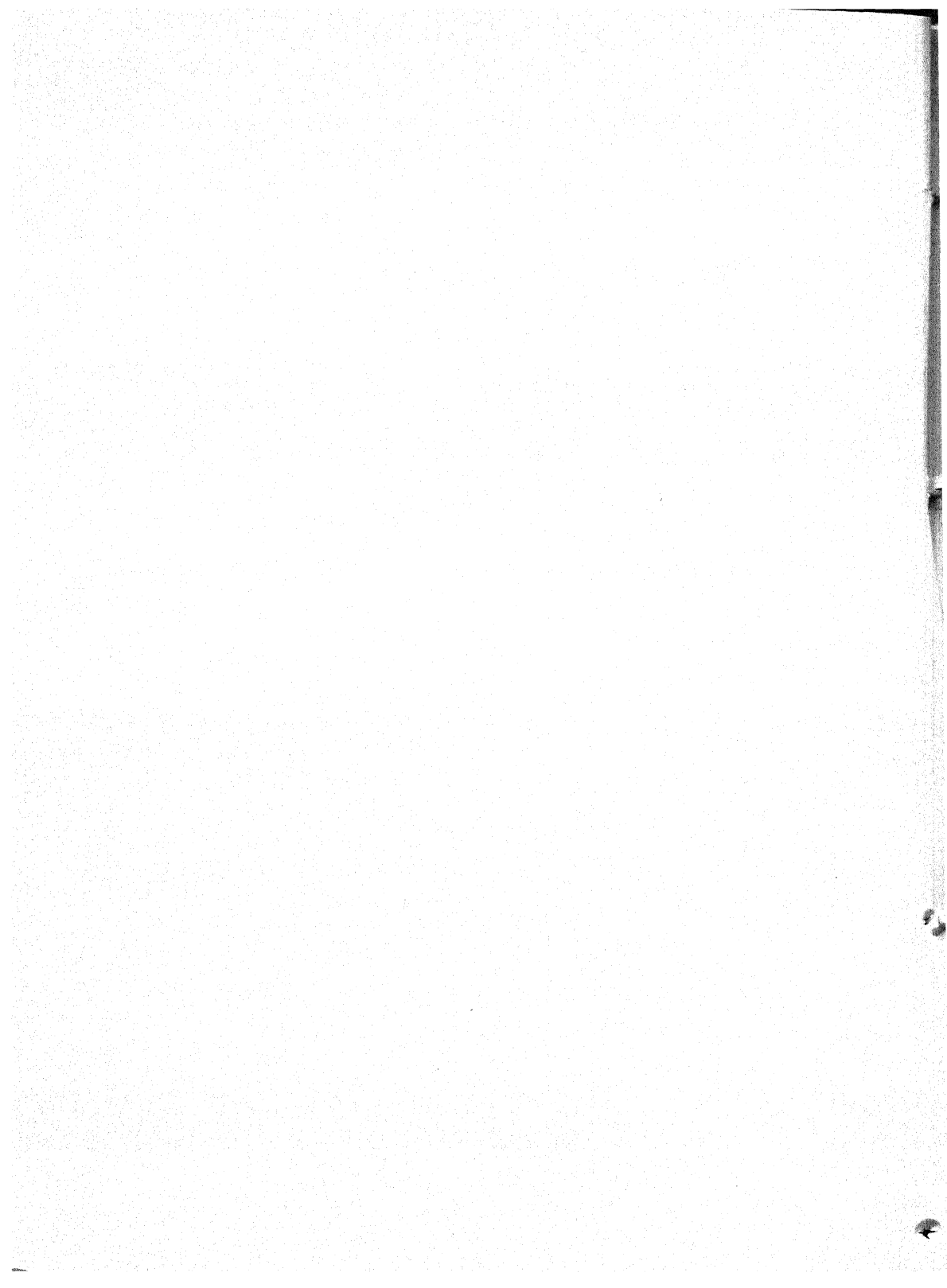
Field officers	Rs. 75
Captains	Rs. 50
Subalterns	Rs. 30

Officers may, if they wish to, pay more than the above.

No second advance will be made to an officer until he has repaid a previous one.

If a pony or charger bought with an advance from the fund, is





sold any outstanding balance of the advance must be repaid at once.

Seconded officers and those on furlough do not pay any subscription while they are away.

On an officer finally leaving the regiment, or on his death, 90 per cent of the amount subscribed by him to the fund will be returned to him or paid into his estate.

## XXII.—FURLOUGH AND LEAVE.

## Rosters.

212. Furlough and leave rosters will be kept by company commanders in English and by company havildar majors in the vernacular. Separate rolls will be maintained for havildars, naiks and sepoy, lance naiks counting as sepoy.

Furlough and leave rosters of British and Indian officers, clerks and buglers will be kept by the adjutant.

213. Recruits' names will be entered on the furlough and leave rosters at the bottom, on the date of enrolment. They will thus come above those men who are on leave or furlough but below all others.

214. Men go on urgent short leave up to 20 days without losing their place on the leave roster. They may also go on marriage leave of 25 days and avail themselves of leave or furlough due in the same year.

215. Men are not allowed to exchange furlough or leave except by permission of the commanding officer.

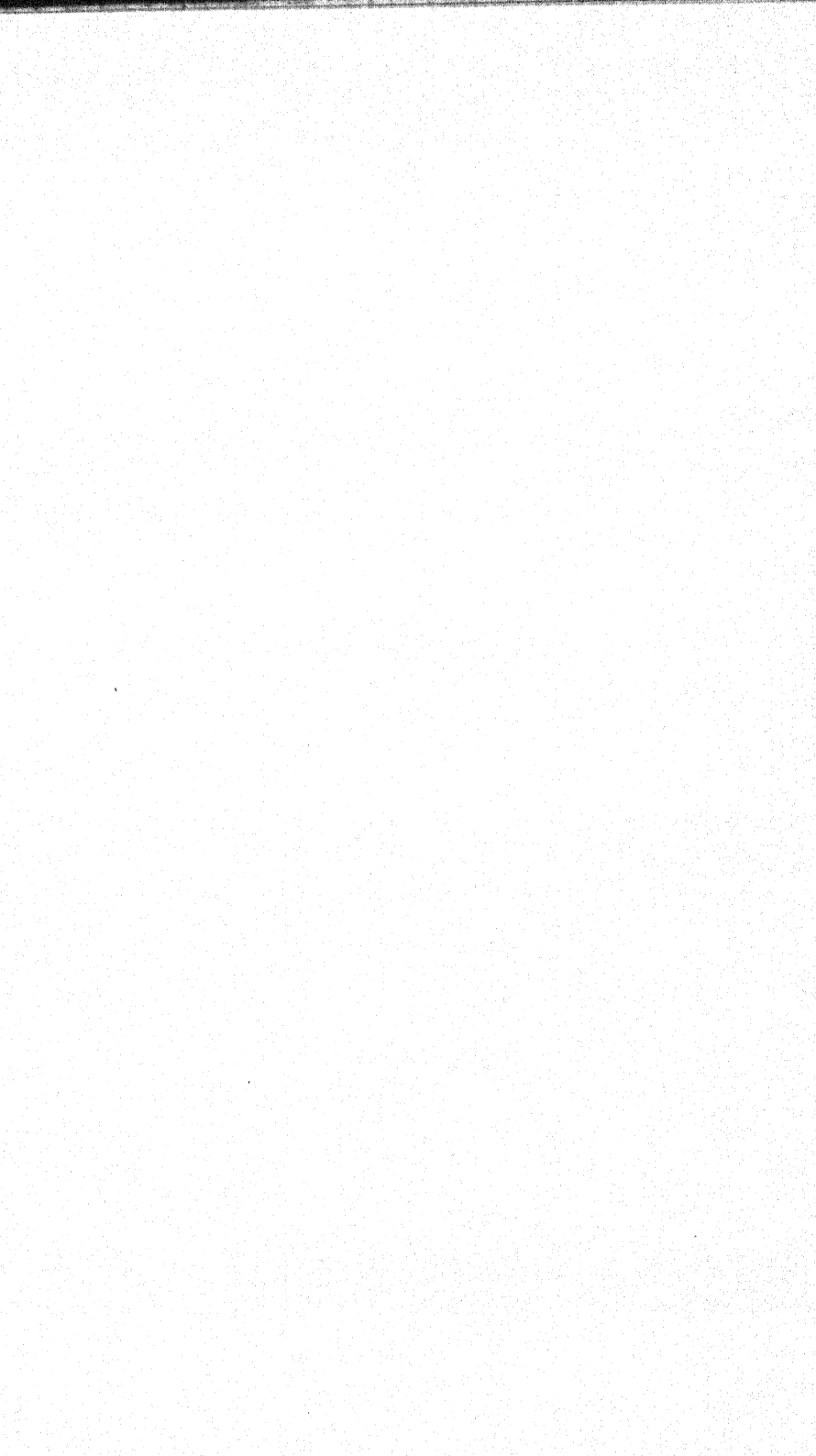
216. Men who do not take their furlough or leave when due will retain their places on the roster.

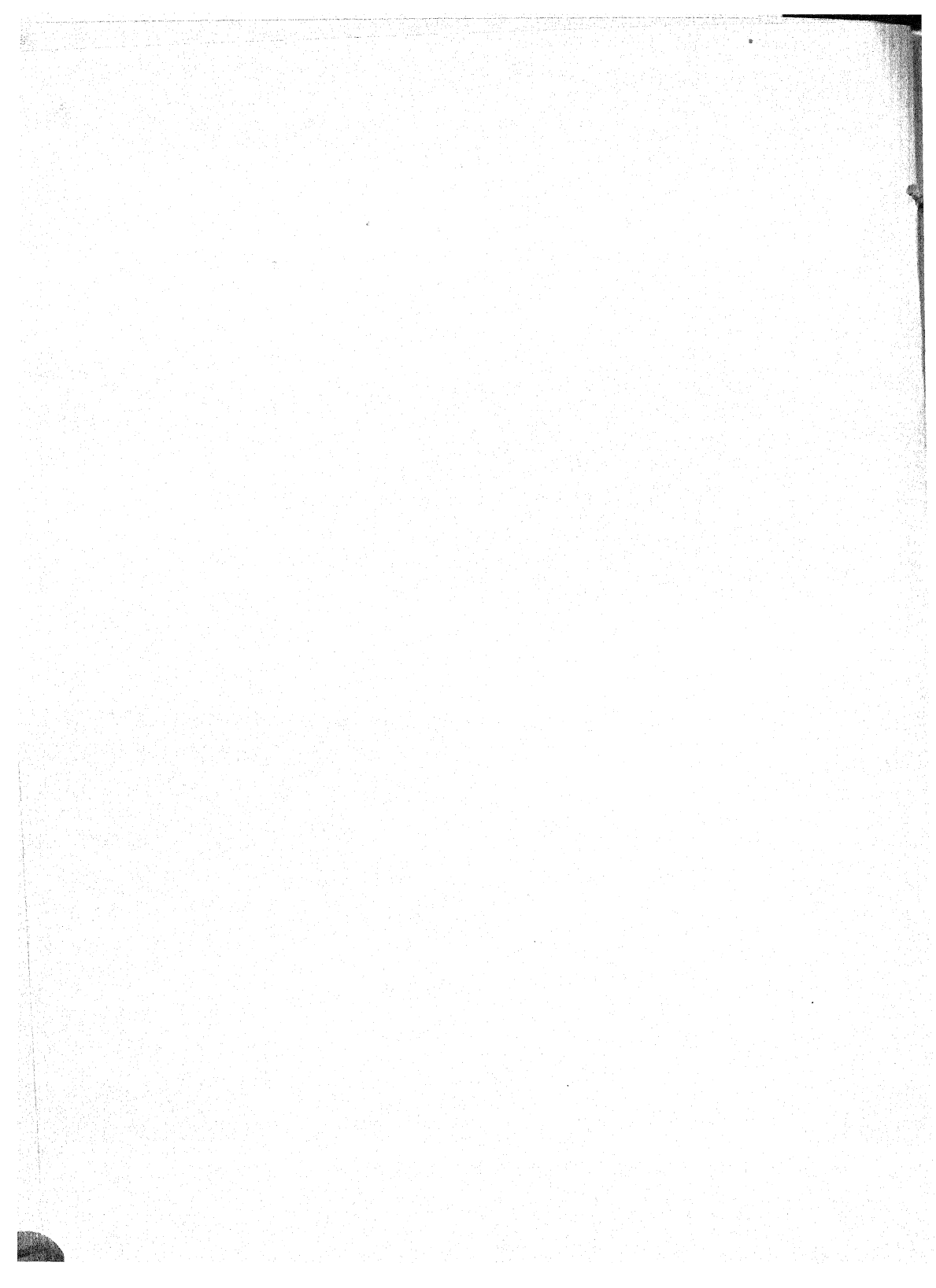
217. Any man who overstays his furlough or leave will lose pay for the period of absence, in addition to any other punishment that may be awarded, unless he can prove that his absence was due to sickness, or unless he is immediately admitted to hospital and the medical officer certifies that he has been sick.

218. Furlough and leave rolls will be kept as under :—

Men going on leave or furlough will have the date of commence-







ment of their leave or furlough entered in the column of remarks. On their rejoining, their names will be crossed out and entered afresh at the bottom of the roll, the dates "from" and "to" being entered in the respective columns.

New promotions will be entered at the bottom of the roll of the new rank in order of date of promotion. All furlough and leave, including urgent short leave, will be entered on the register of leave and furlough in the sheet roll.

The name of a man who takes sick leave exceeding 25 days will be brought down on the leave roster, and exceeding two months and 29 days on the furlough roster, as in the case of a man granted leave and furlough respectively. Under Peace condition.

An entry will invariably be made in the column of remarks to show whether the dates against a man's name refer to "furlough", "leave", "sick leave", "promotion" or "enrolment".

219. Leave and furlough of British and Indian officers will be arranged entirely to suit the exigencies of the service. There should always be two Indian officers per company present.

## XXIII.—NON-EFFECTIVE.

220. A man becomes non-effective for the following reasons:—

- (i) Death.
- (ii) Discharge.
- (iii) Invaliding.

Discharge.

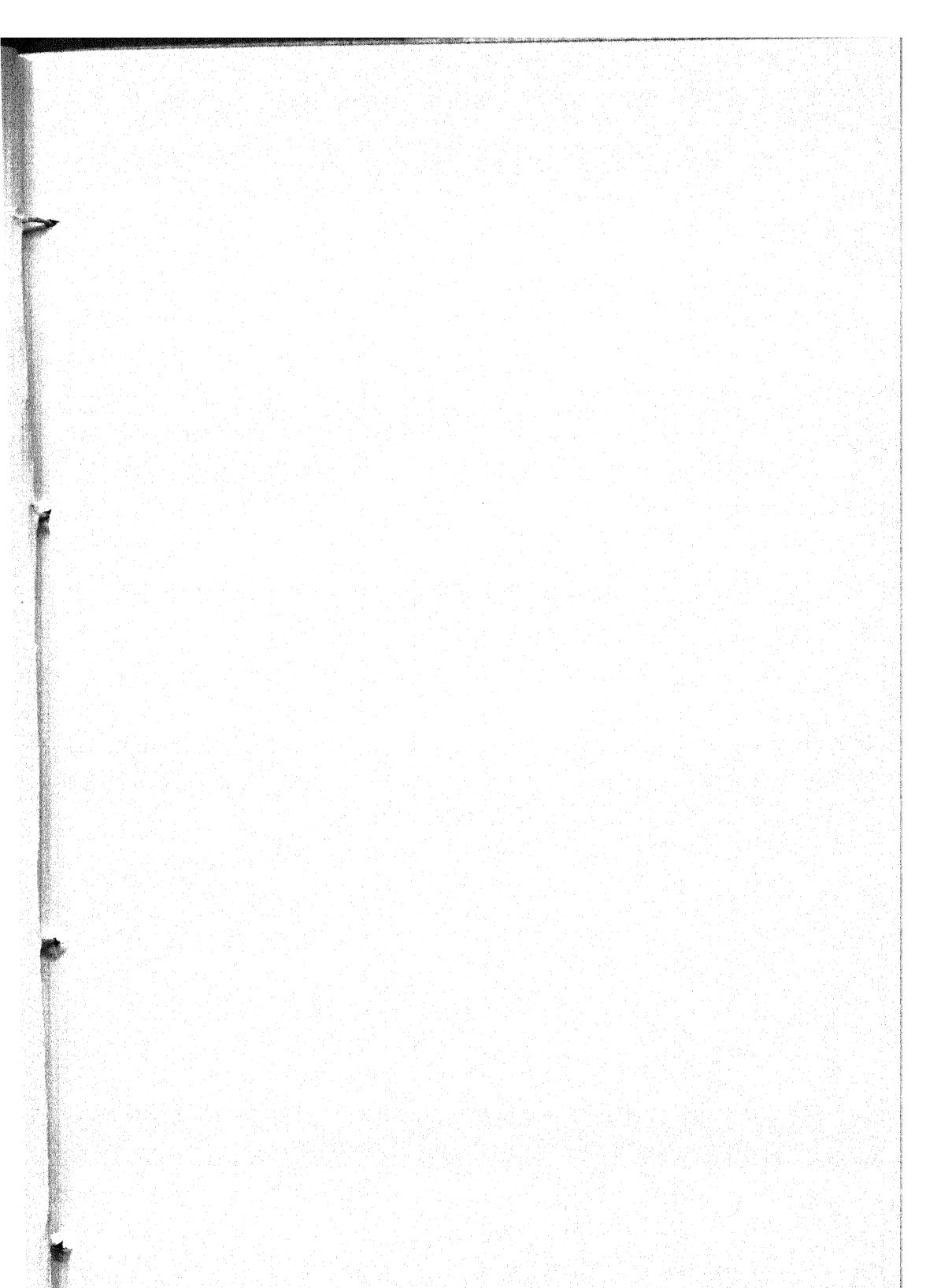
221. In the event of a man being discharged, the platoon commander will inspect the man's kit two days before the date of discharge, and report to the company commander who will then complete his sheet roll and discharge certificate, and submit it to the commanding officer for signature the day before the discharge. The company commander will submit the draft regimental order notifying discharge to the adjutant the day before the man is discharged.

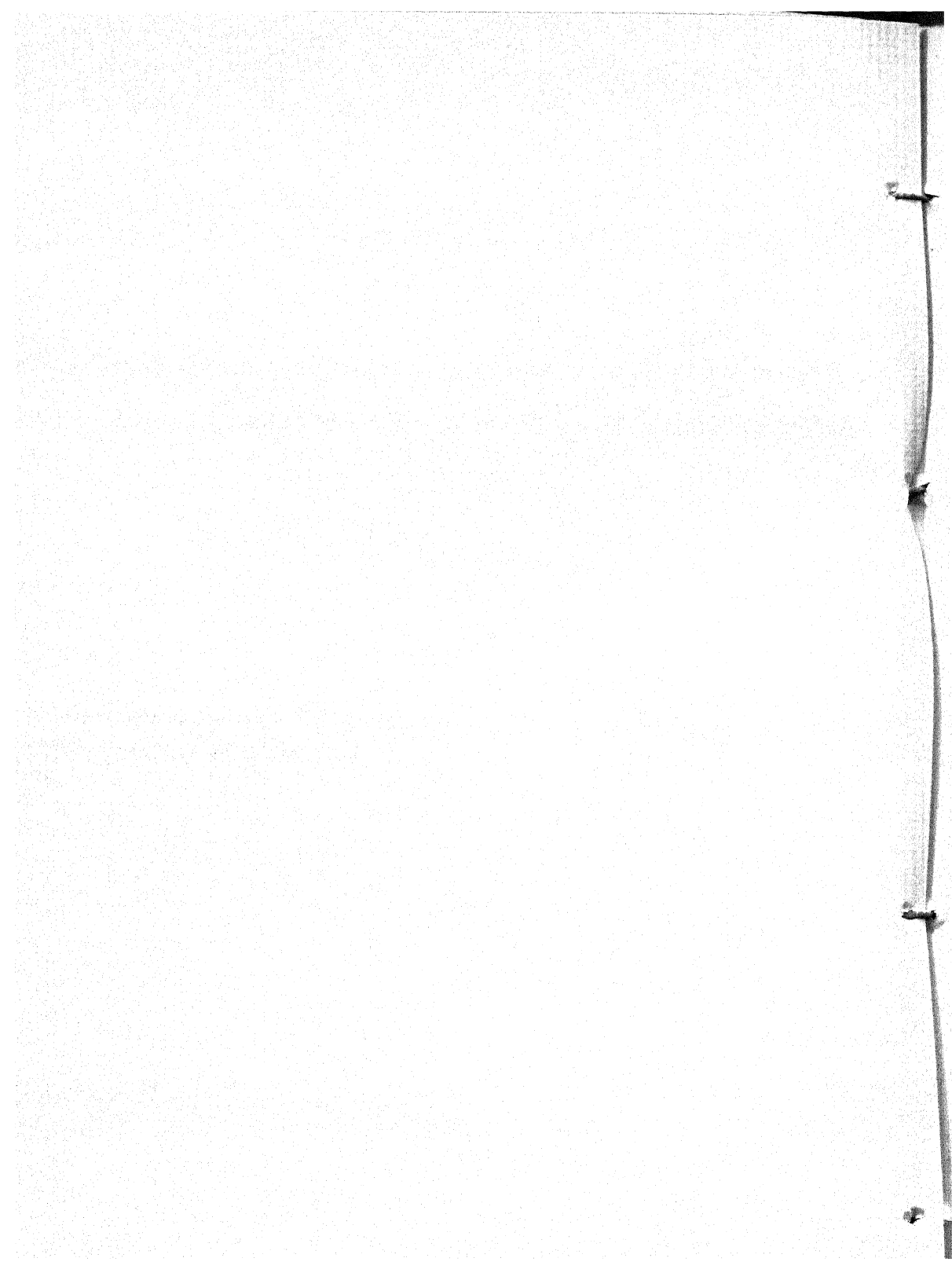
Death.

222. In the event of a man's death the company havildar major will take immediate steps to inform the platoon and company commanders, the adjutant, subedar major and commanding officer. The platoon commander will then arrange for a full inventory of his kit and private property to be taken, including any private property which he may have with him in hospital. These will then be placed in the company stores until the action laid down in para 184 can be held.

The platoon commander will immediately write to the deceased's nearest relatives and inform them of the circumstances attending his demise.

The company commander will put up letters for the commanding officer's signature notifying the heirs and dependents of the deceased man. He will also draft the notification of death for Part II orders.





Similar procedure will be followed in the case of authentic news being received of the death of a man who is absent on duty or on leave.

When all claims on the deceased man's estate have been finally settled, the company commander will forward the balance of estate, including any articles of sentimental value such as medals and decorations, to the heir.

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## XXIV.—MISCELLANEOUS.

**Durbar.** 223. The commanding officer will hold durbar at least once a week in the lines, and will hear reports at it.

All British and Indian officers will attend.

**Parades.** 224. In the event of a commanding officer's parade the following bugle calls will be sounded:—

Dress for parade.	Thirty minutes before parade hour.
Fall in.	Twenty minutes before parade hour.
Markers.	Fifteen minutes before parade hour.
Advance.	Ten minutes before parade hour.

On the "fall in", platoons will fall in in line in front of their respective quarters and be inspected by platoon commanders. On "markers" sounding each platoon's right marker will report to the jemadar adjutant on the battalion parade ground the numbers of files in the strongest platoon in each company. The jemadar adjutant will then cover off the right guides at mass distance and intervals.

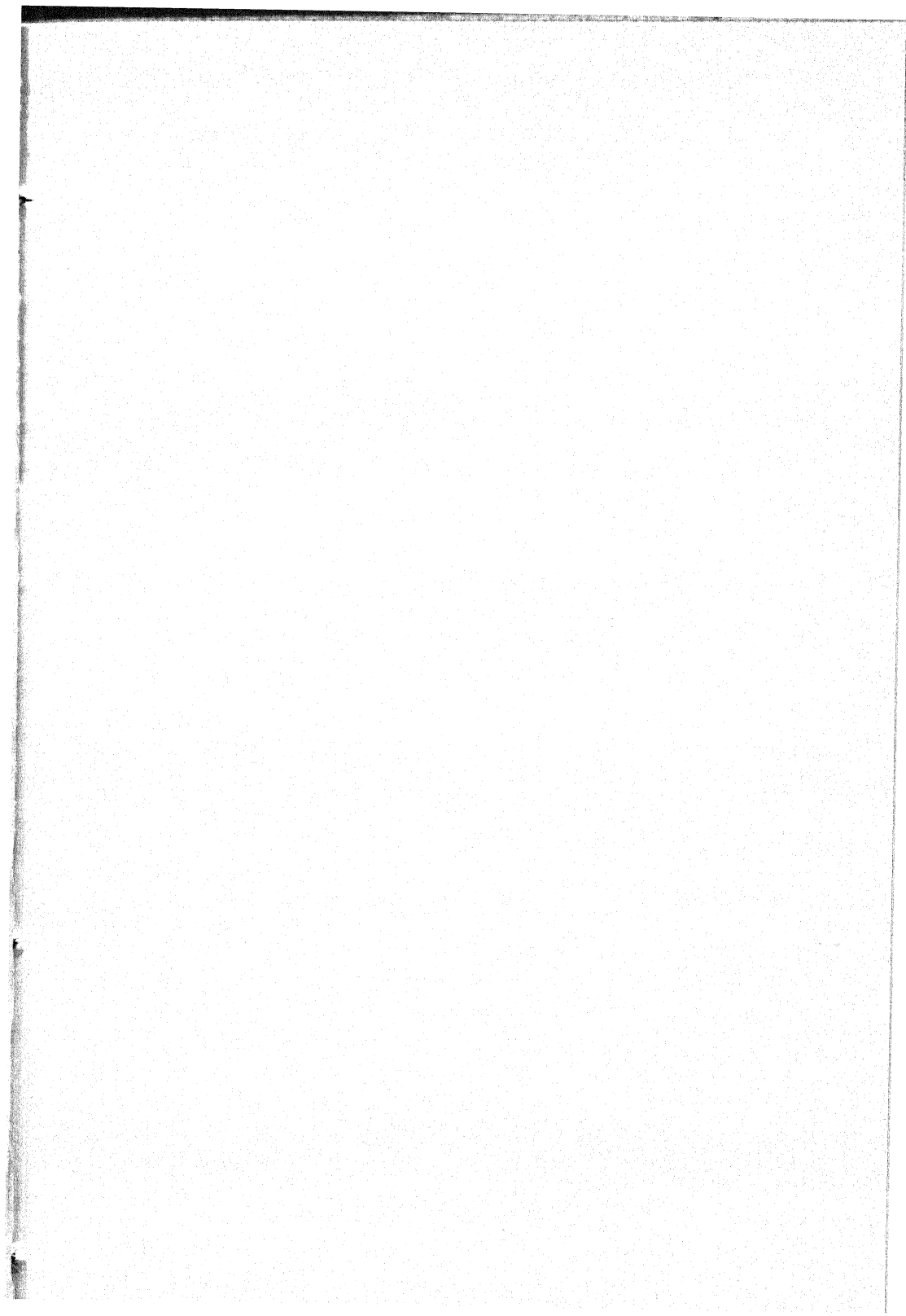
On the "advance" platoons will march independently on their right markers on the battalion parade ground and be dressed by platoon havildars.

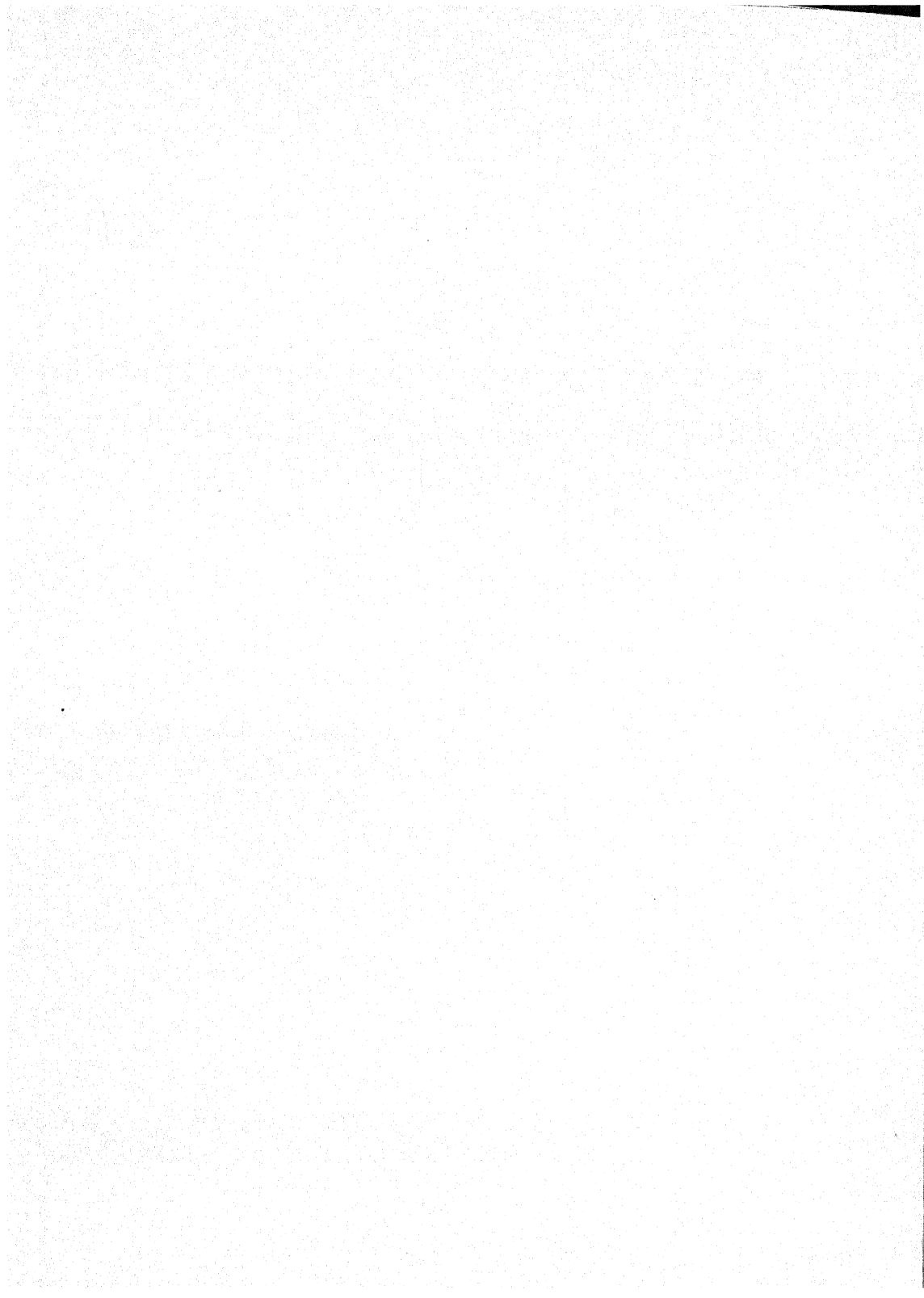
The subedar major will collect reports of numbers on parade from company havildar majors, call the battalion to attention and hand over to adjutant.

The adjutant will prove the battalion and stand the battalion "at ease", company commanders will then inspect their companies.

Should the band be on parade it will play during company commanders' inspection and cease playing as the company commanders







finish their inspection. This inspection should not take more than about six minutes.

British officers will fall out after the company commander's inspection and march smartly up and down in pairs in front of the battalion.

The adjutant will then call the battalion to attention and hand over to the 2nd-in-command.

The 2nd-in-command will then hand over to the commanding officer after giving the command "fall in the officers" to British officers, who will have already halted in a central position.

224 (a). When the colours are brought on parade, the battalion will slope arms with bayonets fixed, when the colours reach the edge of the parade ground. When the colours reach the flank of the battalion the battalion will present arms and will remain so until the colours are in position and the escort present arms.

225. Every officer, British and Indian, may have an orderly from the company to which he belongs. Not more than six orderlies may be taken from any single company.

226. Orderlies will be brought before the commanding officer for sanction after the company commander of the company from which they are drawn has approved them.

227. British officers' orderlies will not be employed on any menial duty.

228. Orderlies will attend commanding officer's and musketry parades but will be excused all other duties; they will be returned to duty immediately if they show any slackness or slovenliness in appearance and will perform night duties unless the commanding officer decides that there are sufficient men to perform such duties without them.

Men to know  
officers'  
bungalows.

229. Every one in the battalion will be instructed by the Indian officers of his company as to the position of the brigade office, post office, telegraph office, and all other units' lines in the cantonments.

They will also learn the position of the following bungalows:—

The brigade commander.

The brigade major.

The staff captain.

The brigade transport officer.

The senior medical officer.

All regimental messes.

All officers of the battalion.

The medical officer in charge of the battalion.

Civil suits.

\*230. All men must understand that it is not only useless, but contrary to civil procedure, to send petitions regarding civil suits to the magistrate who tries the case, or to any other official.

\*231. Government has granted to soldiers the right of precedence in the hearing of their cases in civil courts which they will invariably claim.

\*232. Any soldier going on leave for the prosecution or defence of a civil suit will be supplied with a completed copy of I. A. F. D-902, which he will present personally to the magistrate hearing the case.

Disturbances

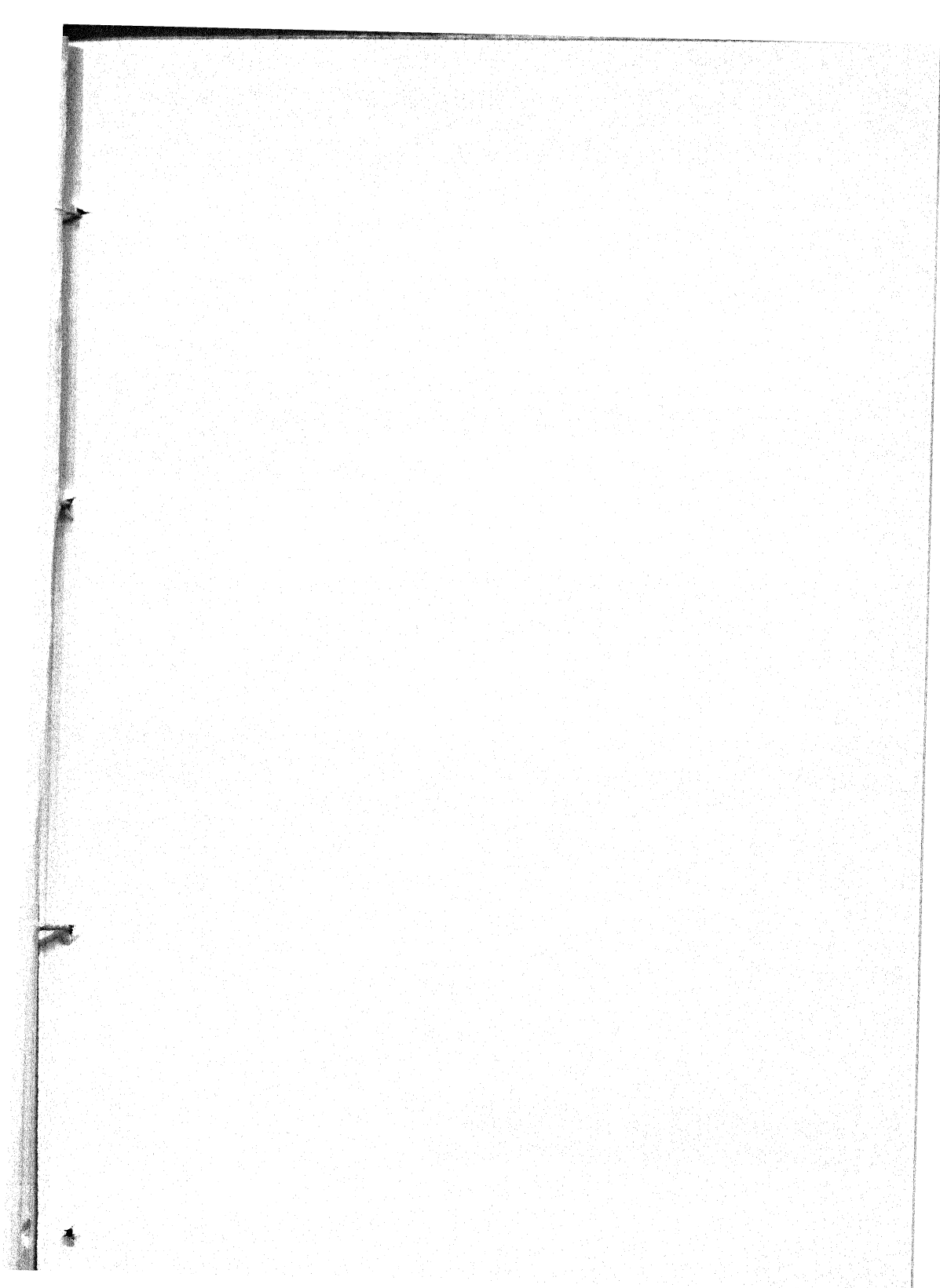
\*233. It is the duty of a soldier to assist the police in quelling disturbances at all times. Any attempt to rescue a comrade from the police will be severely dealt with.

Alarm and  
fire alarm.

234. Orders regarding the action to be taken on the alarm or fire alarm sounding will be issued according to circumstances.

Authorized  
holidays.

235. The following authorized holidays will be observed in





the regiment when circumstances permit :—

*List of Hindu Holidays.*

Particulars.	No. of days.
Makar Shankrant ... ..	1
Basant Panchmi ... ..	1
Shivratri ... ..	1
Holi ... ..	4
Ram Naumi ... ..	1
Nagpanchmi ... ..	1
Rakhsha Bandhan ... ..	1
Janam Ashtmi ... ..	1
Anant Chaudas ... ..	1
Dasahra ... ..	10
Diwali ... ..	2
Mhinsen Ekadshi ... ..	1
TOTAL ... ..	<hr/> 25 <hr/>

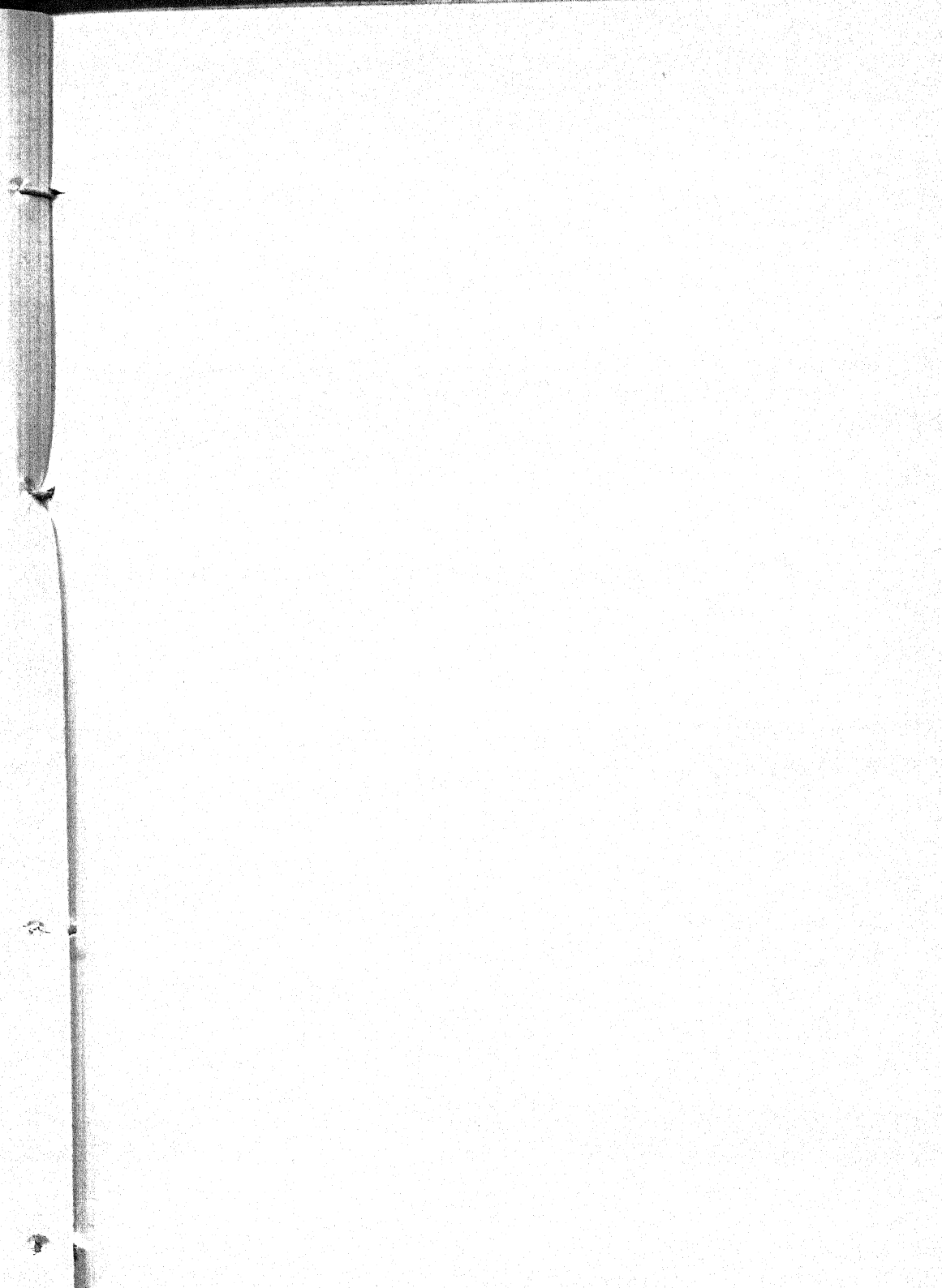
*List of Mohamedan Holidays.*

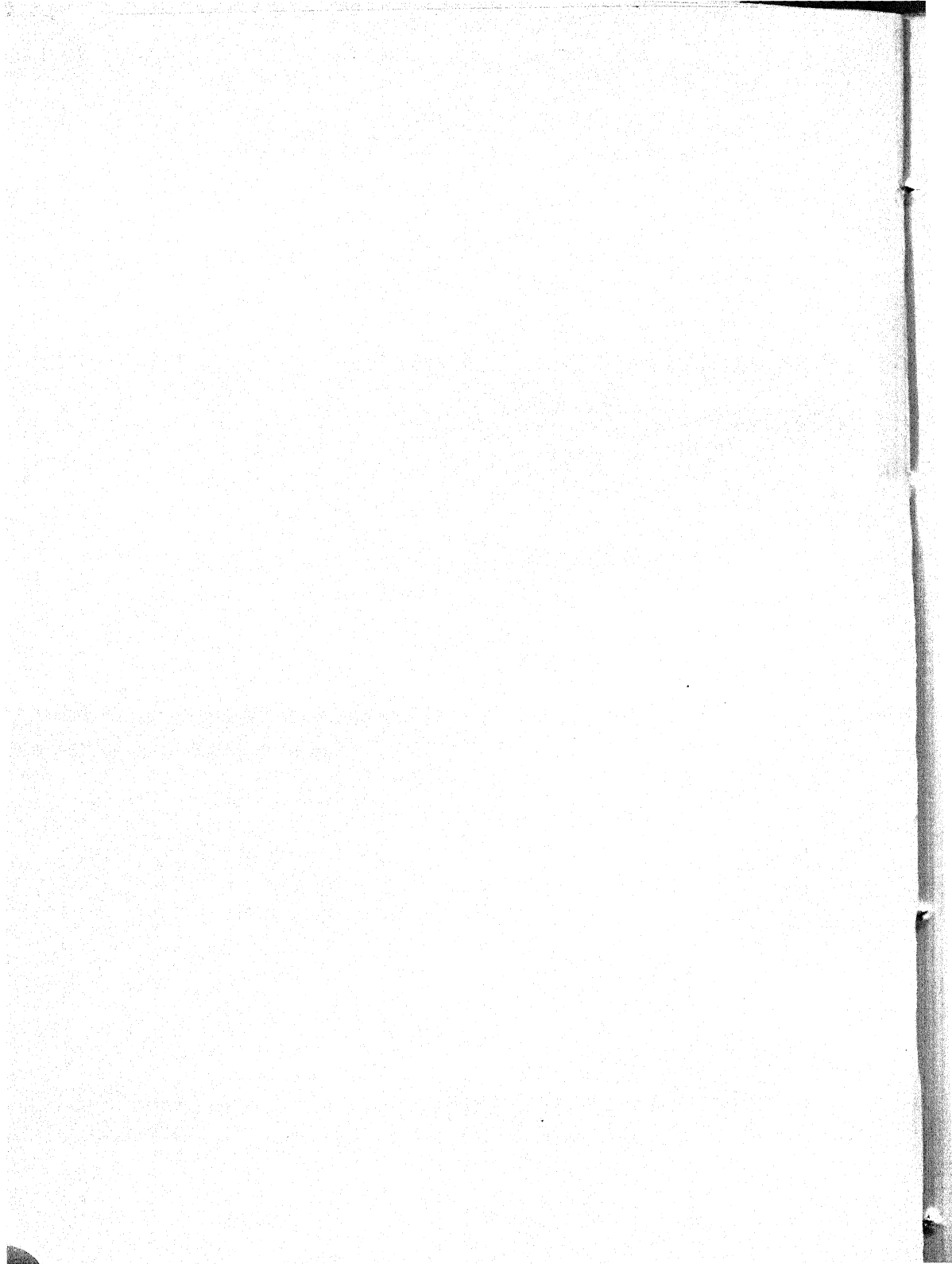
Particulars.	No. of days.
Urs Qadirshan Wali ... ..	2
Shabi-i-Brat ... ..	1
Ramzan ... ..	2
Id-ul-Zuha ... ..	2
Muharram ... ..	10
Akhari-Chahar-Shamba ... ..	1
Barawafat ... ..	1
Giyarwi ... ..	2
TOTAL ... ..	<hr/> 21 <hr/>

*General.*

X'mas holidays	...	...	8
New Year's day	...	...	1
Good Friday	...	...	1
Easter	...	...	3
			<hr/>
	TOTAL	...	13







XXV.—OFFICE ROUTINE.

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236. It is essential that there should be a clear organisation of office routine and it is with this object in view that the following instructions have been compiled.

237. The essence of good office work lies in paying strict attention to the following details :—

*A*—Punctuality of working, i.e. :—

- (i) Every account, return, file, ledger or record must be kept complete and up to date at all times.
- (ii) Returns must be submitted in sufficient time to reach the office requiring them on the date required.
- (iii) There must be a system which will show at a glance what questions are pending, what documents received have not yet been dealt with, and what documents issued have not been replied to.

*B*—Method, i.e. :—

- (iv) There must be a proper place for every document, and it must always be kept in that place.
- (v) The whole of the documents referring to a particular question or transaction must be kept together, in proper order.
- (vi) There must be a system by which every document or any information required must be available without unnecessary delay.
- (vii) Books of regulations and reference must be kept in their proper place, and must be corrected up to date

(viii) The office staff must be organised so that all know for what work each is responsible.

#### Returns.

238. In each office a list will be hung up in a conspicuous position showing the various returns or documents which have to be rendered by that office for each day of the month. In the case of each return the day for drafting and signing it will be noted as well as the day on which it has to be submitted. As a general rule, signature should be one day before submission and the return should be drafted and checked in sufficient time to allow of a fair copy being made of it on day before it has to be signed.

The list of returns should be revised on the last day of every month, and should include returns required temporarily as well as those required permanently.

239. Office copies of all returns will be kept. These must be numbered and dated, and returns of a like nature will be filed together.

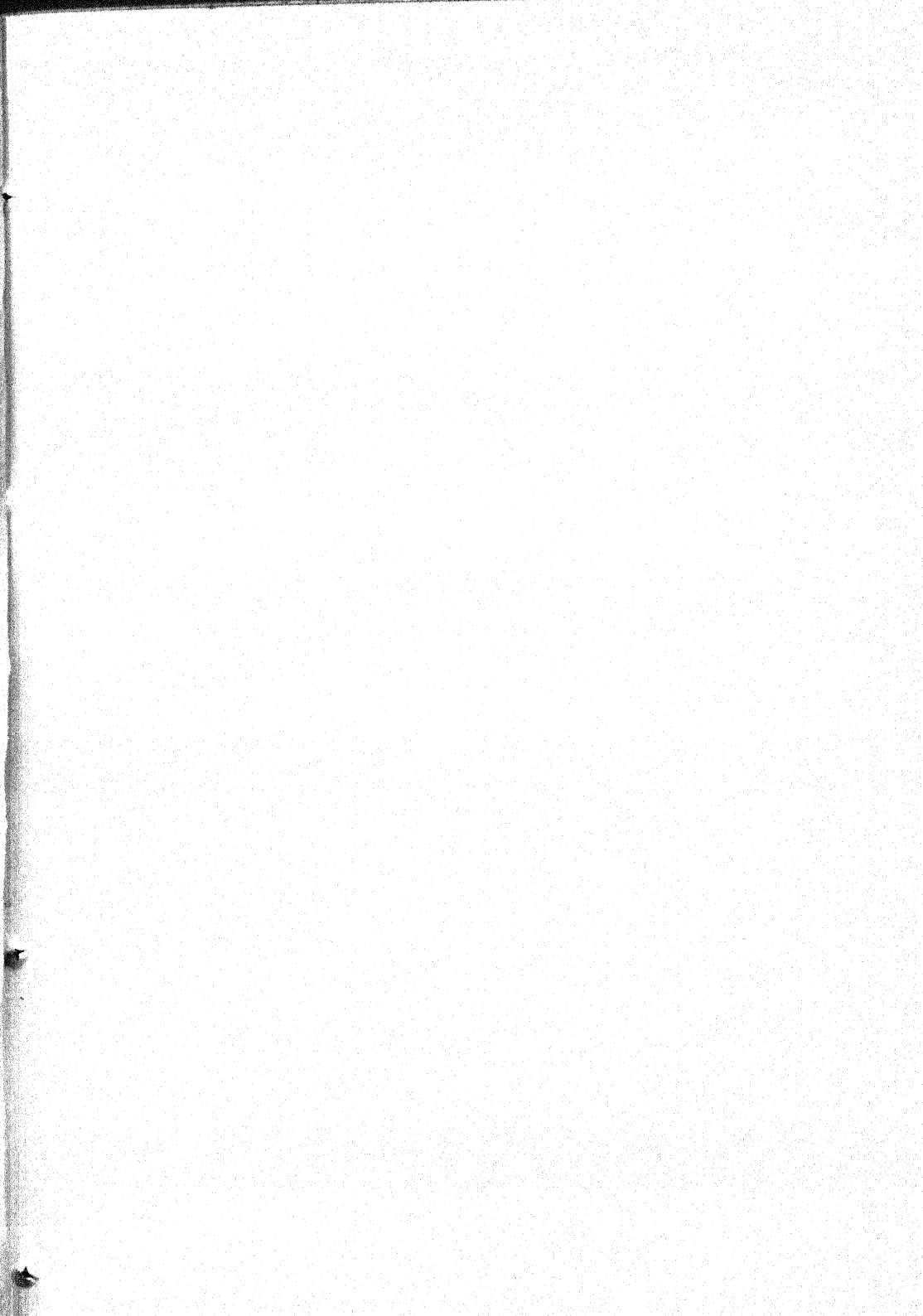
#### Registering.

240. Every document received in the regimental office will be opened by the adjutant and initialled by the C. O. It will then be registered in either the adjutant's, the quartermaster's, or a company office.

In the right hand column of every register of documents the following will be entered :—

- (i) File number of file in which the document has been filed.
- (ii) "R" when the original document has been returned with the reply.

Every document leaving the battalion will be registered before despatch. Companies will register and despatch their own papers.





The number and date of the reply will be shown in the last column but one of the registers in the case of document received from outside.

241. Every person taking a document or book from its place in the office is responsible for putting it back in its proper place as soon as done with. Replacing documents.

242. The system of filing which will be adopted and adhered to in the office is as follows:—

- (i) In each office the number of heads for files will be kept at a minimum.

Normally in a company office not more than the following heads should be needed:—

Clothing and equipment.

Accounts and pay.

Training.

Miscellaneous.

- (ii) Under each head a separate minor case may be opened if necessary for question which appears likely to cause much correspondence.

*For example.*— A return is sent in from a certain company claiming G.C. pay for several men of that company. The office copy of the document will be placed in file containing all G.C. pay returns of that company. Subsequently the C.M.A. sanctions the claim of all men except for sepoy "A", regarding whom he queries his claim to former service. A personal case for sepoy "A" may at once be opened under the head of G.C. pay if further corres-

pondence with the C.M.A. seems likely to be prolonged.

(iii) All the papers connected with a case will be contained in its own case "jacket"—correspondence whether receipts or issues being filed in chronological order on the left side of the jacket.

(iv) The number to be placed on any document will be composed of the following:—

(a) Letter or roman number of office, e.g., A. for adjutant, Q. for quartermaster, I. for No. 1 company, etc.

(b) Number of head.

(c) Serial number of document.

*For example.*—Assuming that a letter regarding the pension of subedar X is the third on the register. The office letter is (say) "A"; the head number of the 'pensions' file is (say) 10; the number of the document referred to will be "A/10/3".

If the letter is being despatched from the battalion, that number will be the number of the letter. If it is received from another office, that number will be placed on the document for office record in the place for the number which is provided in the office receipt stamp.

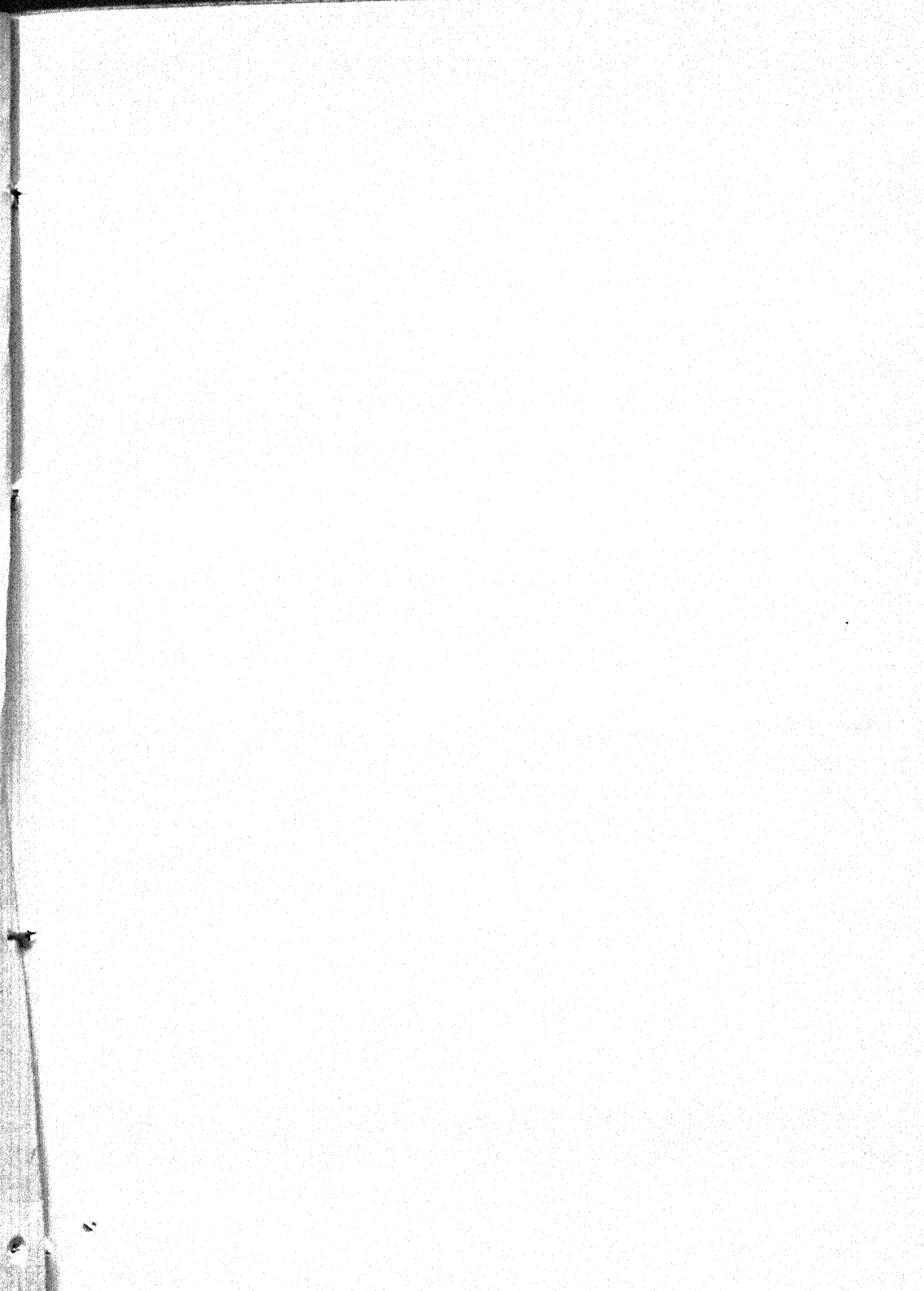
#### Records.

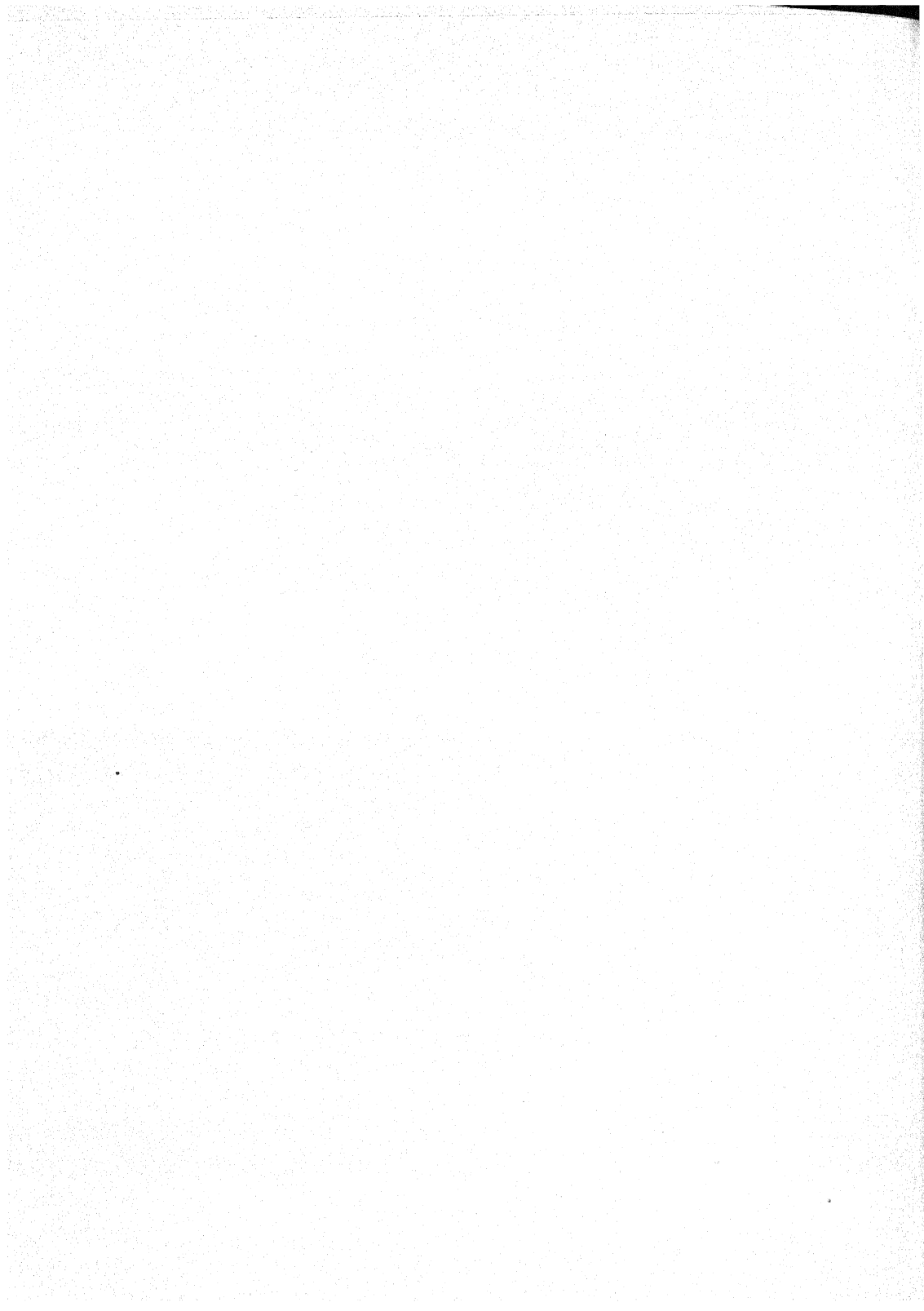
243. The following information will be kept posted up to date on boards hung up in the commanding officer's office:—

(i) A list of British officers of the battalion, showing date of rank, qualifications, and date of joining.

(ii) A list of Indian officers of the battalion, showing date of







enlistment and of each rank, class, district and qualifications.

- (iii) A list of all N.C.Os., acting N.C. Os., artificers, buglers and clerks of companies.

These lists will show against each man his date of enlistment and of each rank, his appointment class, district and qualifications.

244. The following information will be posted daily in the adjutant's office :—

Date.

British officer of the week.

British officer next for duty.

Indian officer of the day.

Indian officer next for duty.

Composition of line committee.

Composition of treasure chest committee.

245. The following books and documents will be maintained in each office and will be shown to the commanding officer at all book inspections :—

Books &  
Documents.

*Adjutant's Office :—*

Regimental order book.

Standing orders.

Permanent order book.

Records of services of British officers.

Character roll of Indian officers & N.C.Os.

Indian officers' sheet rolls.

Register of furlough of British & Indian officers,  
and drummers and buglers.

Crime reports.

Court martial book.

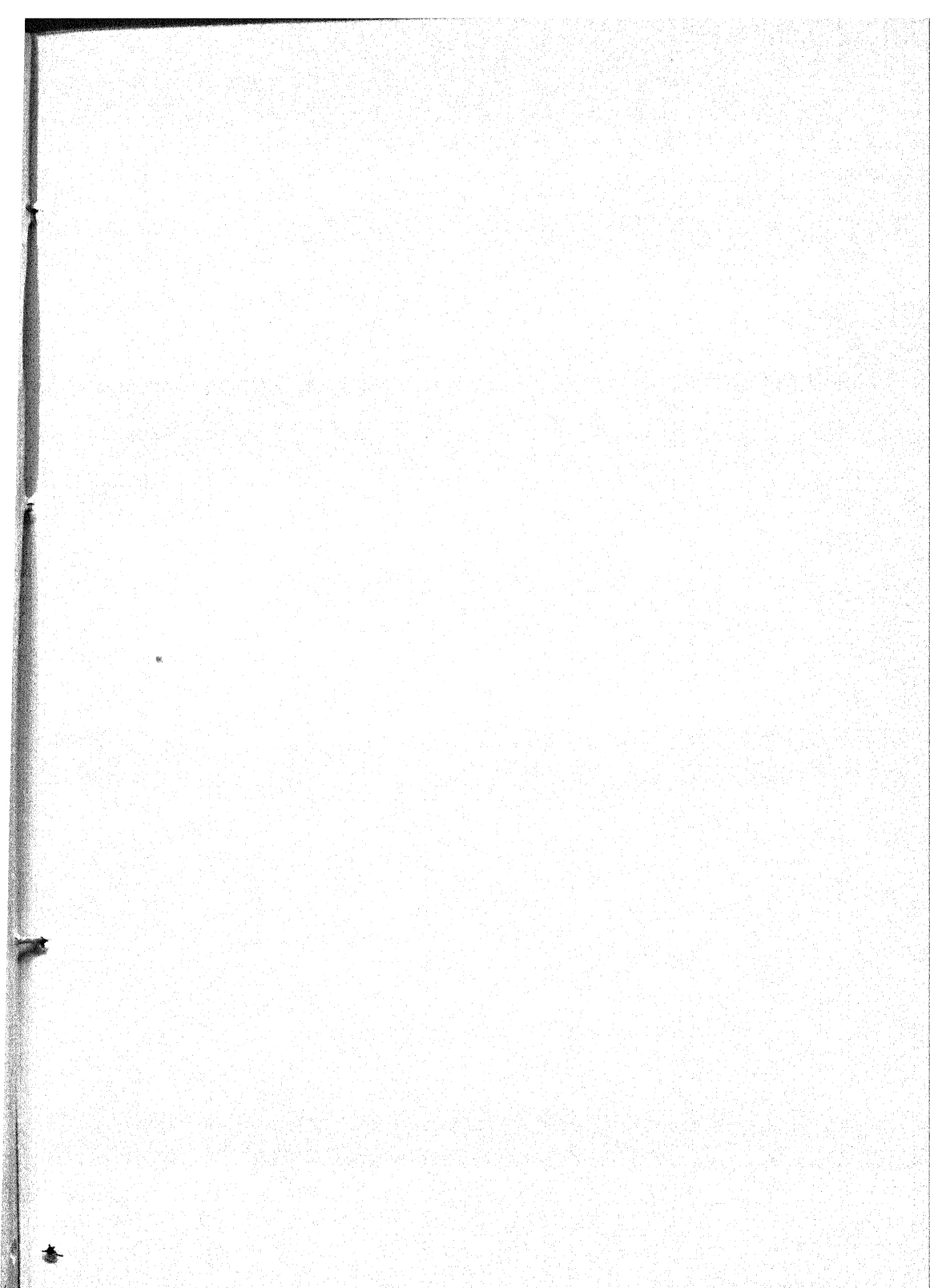
Present state book.  
 Register of documents.  
 Postage account book.  
 Digest of services of the battalion.  
 Register of railway warrants.  
 Regimental fund.  
 Silver bugle fund.  
 Adjutant's cash account.  
 Band fund.  
 Band meeting minute book.  
 Register of band staff allowance.  
 Inventory of band stores.  
 School fund.  
 Office fund.

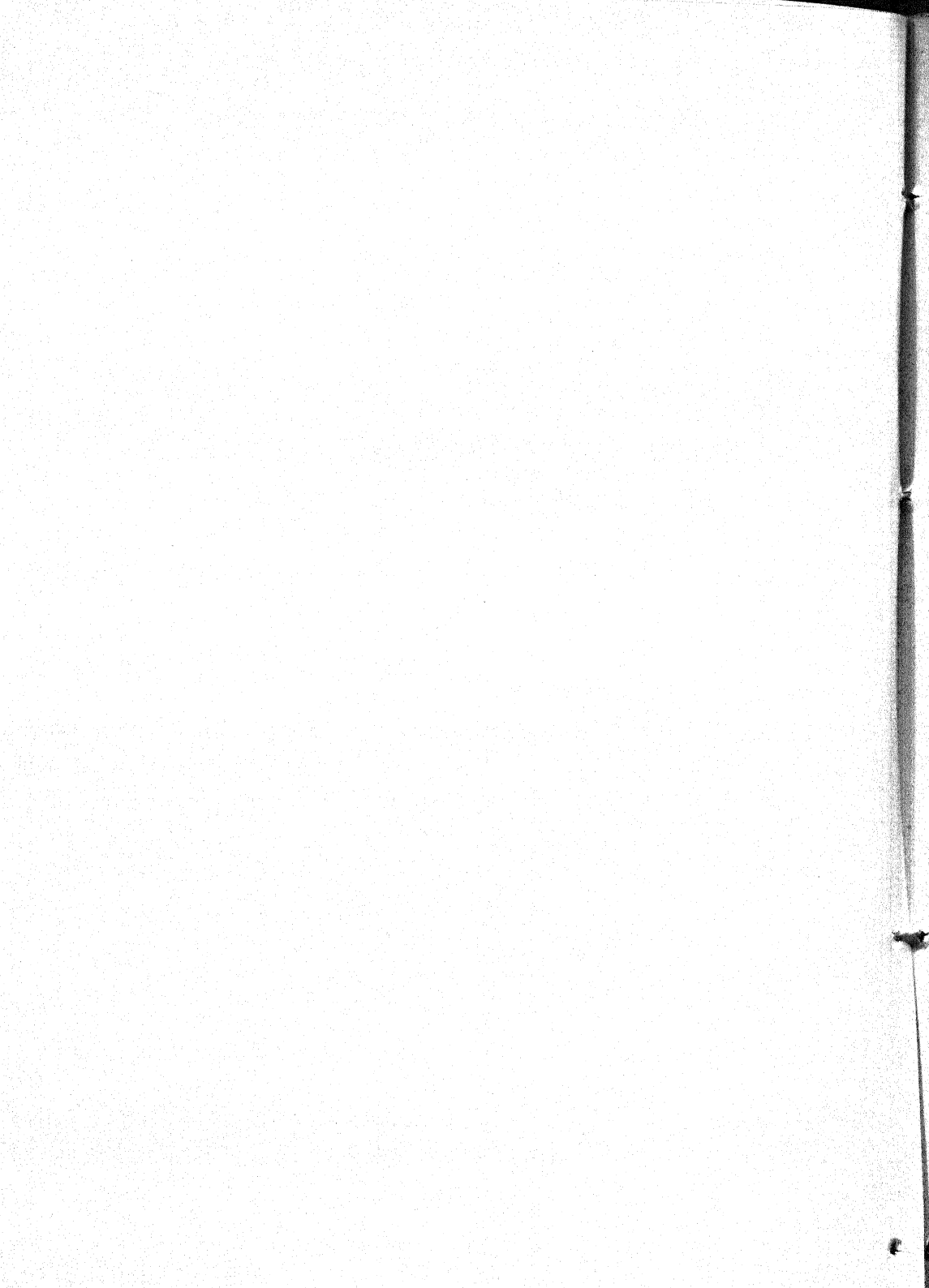
*Quartermaster's Office :—*

Register of documents.  
 Roll of followers.  
 Register of horses.

*Ordinance :—*

Equipment & station store ledger.  
 Mobilization store ledger.  
 Clothing ledgers.  
 Quartermaster's payment stock book.  
 Trademan's ledger.  
 Ammunition return.  
 Ration return.  
 Forage return and muster rolls.  
 Daily account of ammunition expended.  
 Quartermaster's cash account.  
 Lead and cartridge case fund.  
 Regimental sports fund.  
 Rifle club fund.  
 Petty store fund.





Transport fund.  
 Charpoy fund.  
 Carpenters' workshop fund.  
 Bayonet fighting fund.

*Each Company Office :—*

Company cash account.  
 Pay & mess book and acquittance rolls.  
 Cash receipt book.  
 Ammunition account.  
 Company commander's confidential roll.  
 Sheet rolls.  
 Non-effective accounts (showing separately desert-  
     ters and deceased estates).  
 Furlough register.  
 Leave roll.  
 Rifle register and register of private arms.  
 Permanent advance register.  
 Vernacular order book.  
 Account of extra messing.  
 Case book.

*Account Office :—*

Regimental treasure chest account book.  
 Regimental treasure chest ledger.  
 Book of Form "A".

*Mess Office :—*

Mess wine and store stock book.  
 Officers' daily wine store and messing account book.  
 Abdar's account book.  
 Officers' mess bill book.

Visitors' book.

Servants' wages book.

Petty cash account.

Cash account, mess fund.

Cash account, mess store fund.

Balance sheet book of mess and mess store fund.

Entertainment fund.

Newspaper fund.

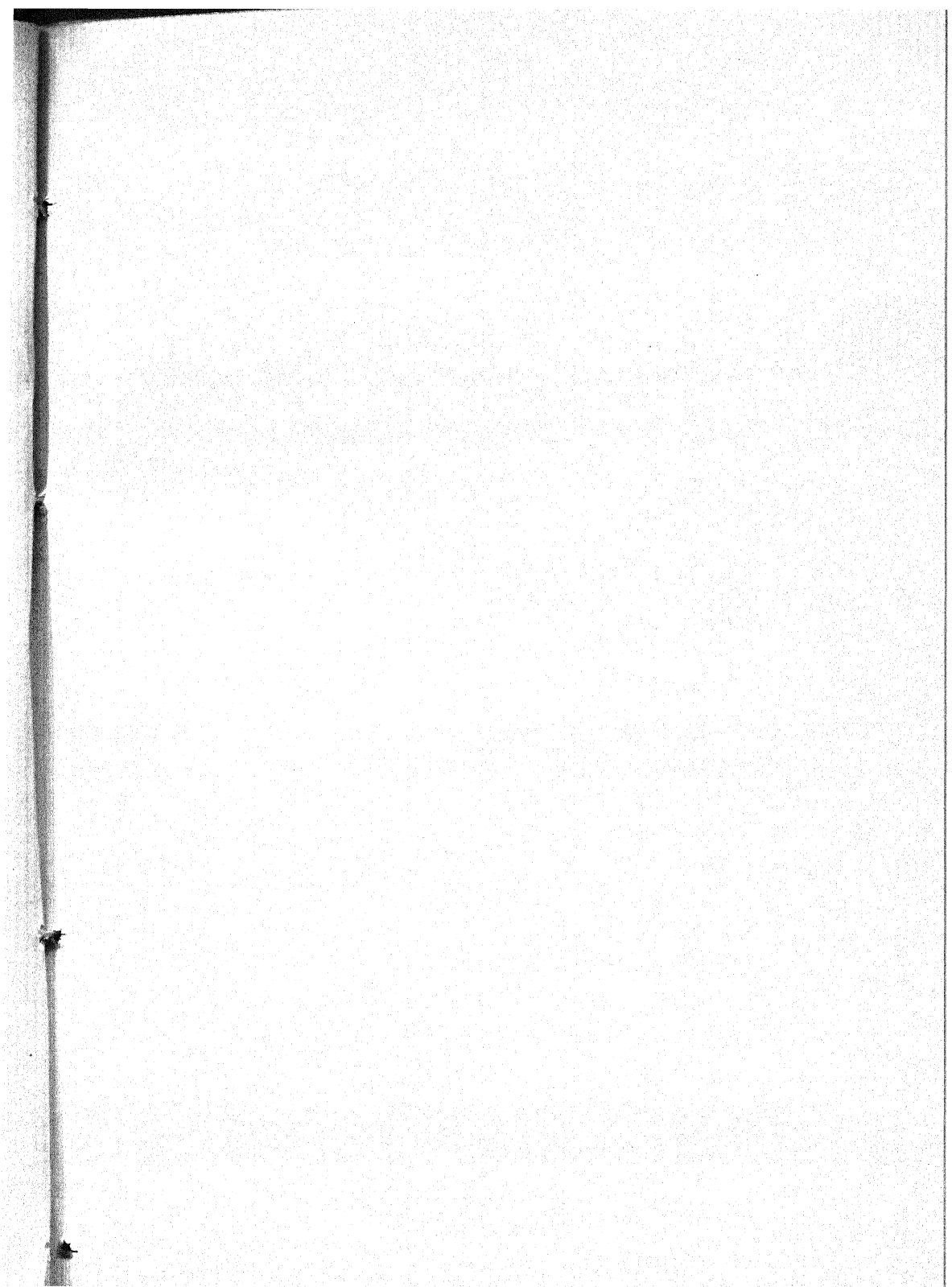
Inventory of mess property.

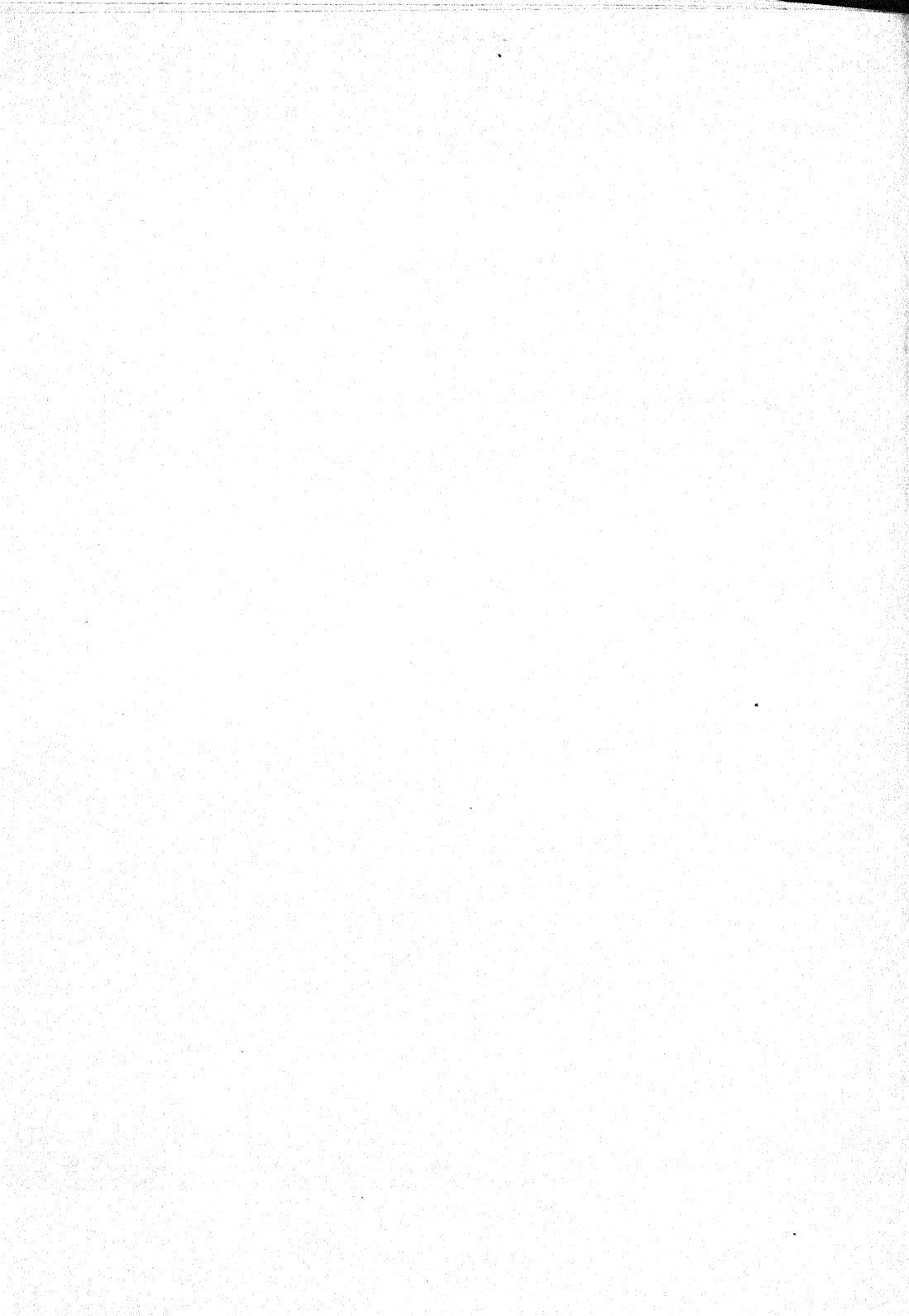
Mess meeting book.

Polo and passage fund.

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## APPENDIX No. 1.

I beg to report as British Officer for the week ending.....

I performed the following duties :—

(1) I turned out the Regimental Guards

at.....hours on.....

at.....hours on.....

at.....hours on.....

(2) I visited all sick in hospital

at.....hours on.....

at.....hours on.....

(3) I inspected all prisoners on.....

and all was correct or.....

(4) I visited the Indian Officers' Club, School, Regimental  
Lines and Workshop and all was correct or.....

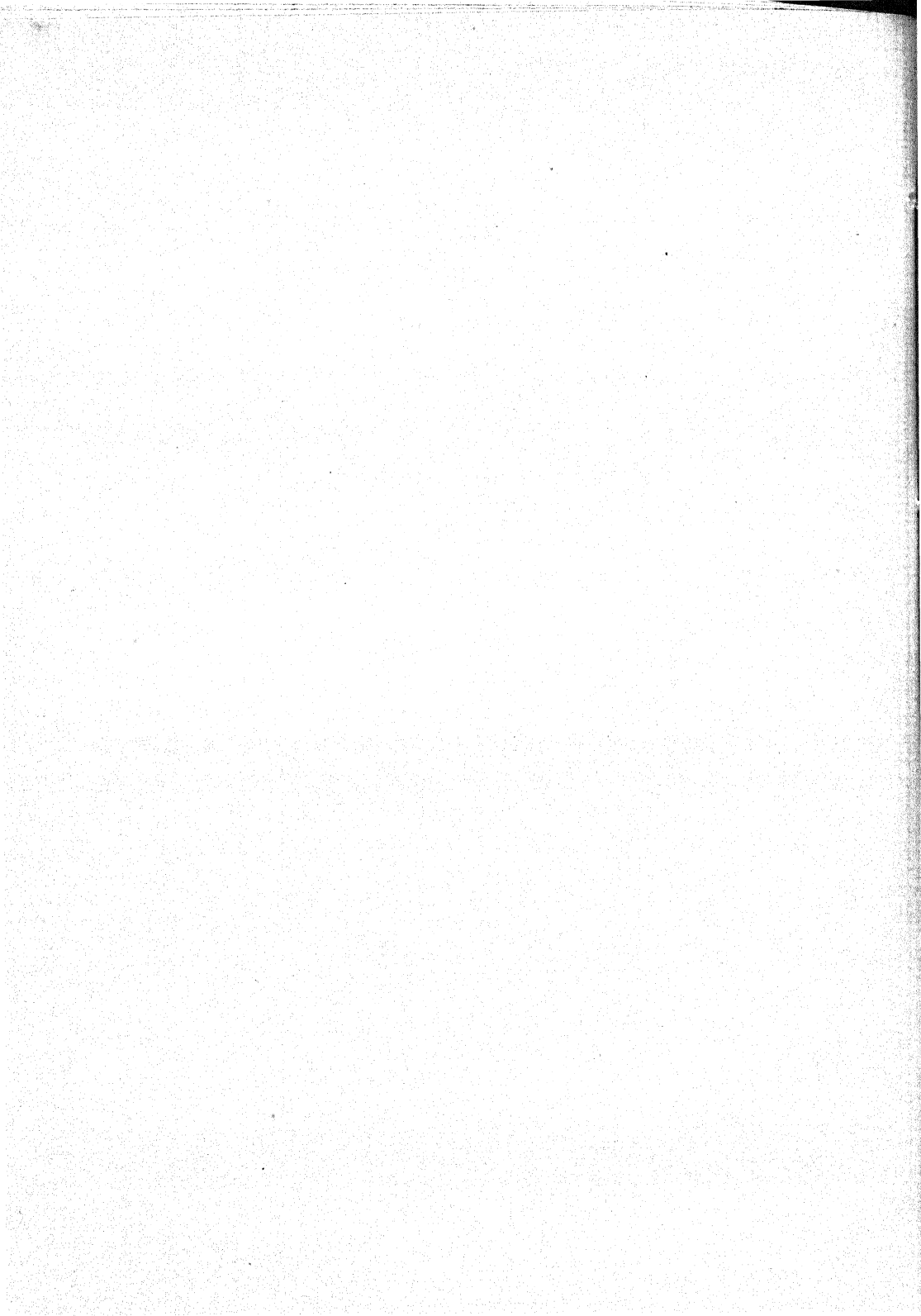
(5) I inspected the transport daily and all was correct or  
.....

Nothing unusual occurred during my tour of duty.

Station.....

Date.....

Signature



APPENDIX No. 2.

I hereby certify that the Pouch Ammunition on charge of the  
Company under my command is correct and in good order.

Station.....

Signature.

Date .....

Commanding.....Company.



APPENDIX No. 3.

I hereby agree to allow the Medical Officer in charge of the Battalion to visit and examine any member of my family if necessary for the purpose of diagnosing disease.

Station.....

Date... ..

Signature.